

## **Flexible Spending Account Deadline Reminder**

Please remind your employees that **April 30<sup>th</sup>** is the last day to submit expenses for reimbursement from their 2020 Flexible Spending Account. Any balances remaining in their 2020 Flexible Spending Account will be forfeited if eligible expenses are not submitted by the deadline.

Please call Cheryl Arntz at 777-4423 with any flex questions they may have.

## **PPE Now an Eligible HCFSA Expense**

The IRS has announced that any personal protective equipment (PPE) such as masks, hand sanitizer and sanitizing wipes purchased on or after January 1, 2020 are an eligible medical expense if used for the primary purpose of preventing the spread of COVID-19. This means that these expenses are eligible for reimbursement under your health care flexible spending account (HCFSA).

Debit cards may be used for purchasing these items; however, keep in mind that merchants will need time to update their systems for these items to be recognized as eligible.

When submitting online, via mobile app or fax, be sure the itemized statement includes the merchant name, date of purchase, an itemized listing of each PPE purchased and the dollar amount for each item.

## **Retroactive Distribution Requests (Retros)**

Please remember, if you are correcting funding that is grant/project related, it is required that you get approval from a Grant Officer. Please do not send Retros to Payroll without all the required approvals. You can reach out to Trish Muir at [trish.muir@und.edu](mailto:trish.muir@und.edu) or 701-777-6973 with any questions related to Retro requests.



Happy  
Spring!