



Expense Report Instructions:

\$ General

Expense reports must be typed prepared in ink. RI WKLV SDJH

Retain a copy for your personal records, and to support income tax requirements.

Receipts will be retained in University files for your protection.

Report must reflect only authorized expenses incurred by employee. (Expenses of a personal nature such as toilet articles, etc., normally are not allowable.)

Account number(s) must be shown, along with totaled amount to be charged shown on the lower left side of page.

Expense reports must be prepared, signed and submitted within five working days after completion of expense incurred or ending of the period covered by the report.

No subsequent request for advance will be granted if any report for previous advance is outstanding. FRPSOHWLRQ RI WKH WULS

%Sections

Heading needs to reflect employee name, date, department, and JU id# if an advance purchase order was taken, this reference number needs to be recorded.

The first section is to record trip and/or training related expenses only.

D Columns 3 through 10 are for recording cash expenditures made by the traveler, which are to be reimbursed by the University, or applied against advance.

E Each day must be reported on a separate line. All related receipts must be attached.

F Explain all expenditures appearing in columns 6 & 7, and attach all appropriate receipts.

G Insert mileage driven each day in column 8 and the dollar computation at the prescribed rate per mile. MapQuest R U * R R J O H totals must be used for mileage reimbursements and attached to reimbursement requests.

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- 8 The total cost to the University each day is reflected in column 11.

The second section is to record any other expenses not relating to travel and/or training.

D Record expense and a description in columns 2 and 3.

E Record each expense on a separate row with a total cost in column 4.

The last section is to be used for the following:

D Account number to be charged with correct total amount to be applied.

E Submitting employee signature, certifying document is correct.

F Approval signatures

G If reimbursement is to be mailed, list name and address.

Before submitting, look over expense report making sure all necessary documents are attached. To insure promptness and accuracy of your expense, please be sure to check totals and signatures.

