

Request for Reimbursement: Instructions

Outline of Process:

Request for Reimbursement (purchases using expense advance funds or personal funds)

1. Individual purchases goods, pays with personal funds (expense advance funds) and obtains a sales receipt.
2. Individual completes a Request for Reimbursement form, records purchase information (date, business purpose, sales tax, etc.) and attaches the original receipt.
3. Individual submits Request for Reimbursement to immediate supervisor for approval and signature.
4. Request for Reimbursement is forwarded to the PD to produce a check to the individual or reclassification of expense advance funds.

About the Form:

Use a Request for Reimbursement when personal funds are used for business travel or entertainment, or to purchase business materials. This form is completed to request reimbursement of funds from the appropriate budget.

Note: While the University allows for this type of reimbursement, it encourages individuals to utilize the other tools available for payment and only use the reimbursement path as a last resort.

Instructions for Completing the Form:

1. Person needing to be reimbursed
2. Department name (and phone extension) of same person
3. Month and year for which reimbursements are applicable
4. Date of event/expenditure needing reimbursement
5. This section is used for travel-related expenses only. Enter travel location and purpose.
6. If personal vehicle is used for travel, list miles driven
7. Rate at which SPU reimburses employees for mileage. The online Excel version of the Request for Reimbursement will already contain the current mileage rate.
8. Miles multiplied by the reimbursement rate (automatically calculated in the online Excel version of the Request for Reimbursement form)
9. Parking fee during business travel
10. Lodging expense during business travel
11. Note for breakfast (B), lunch (L), or dinner (D)
12. Fee for breakfast, lunch, or dinner
13. Description of expenses other than business travel (i.e. office supplies, computer supplies)
14. Amount of "other" expense
15. Total across columns (8+9+10+12+14)—automatically calculated in the online Excel version of the Request for Reimbursement form
16. Grand total (the total in this column should equal the sum of the total of the other columns)—this will total automatically in the online Excel version of the form.
17. Current date
18. Total amount to be reimbursed (should match line 16)
19. Appropriate fund number against which expenses are to be charged (note: there can be multiple fund numbers)
20. Appropriate org number against which expenses are to be charged (note: there can be multiple org number)
21. Appropriate account code against which the expenses are to be charged (note: there can be multiple account codes)
22. Appropriate activity code (if any) against which the expenses are to be charged.
23. Amount of expenses against each fund/org/account/activity combination (total dollar amount)
Amount of expenses against each fund/org/account code combination
24. Enter amount of cash advance from the University. Enter (0) if no advance was received.
25. Enter amount employee owes SPU after expenses have been subtracted from advance. Enter (0) zero if not applicable.
26. Enter amount SPU owes employee if expenses were greater than cash advance, or if no cash advance was received.
27. Signature of employee, and today's date
28. Signature of immediate supervisor who has signature authority, and today's date

