

## EXPENSE REIMBURSEMENT FORM – INSTRUCTIONS FOR COMPLETION

This form is to be used to request reimbursement for expenses incurred by an employee or student of the College. The form may also be used to substantiate expenses associated with a previous cash advance, when turning in receipts. The form should be completed and signed by the individual requesting reimbursement and **signed by someone other than the preparer as evidence of approval.**

Please complete the [expense reimbursement form](#) online. The form is designed to automatically total and subtotal where appropriate, and completion online is necessary to ensure that the form works as intended. If you should have any problems opening or completing the form online, please contact Accounts Payable at extension 4222 or 4225.

All highlighted cells on the form are data-enterable by the user and should be completed. All cells that are not highlighted contain formulas that will automatically populate, once you begin entering your data. You will notice that the totals will populate, as you enter the dollar amounts of your expenditures.

A description of the data to be included in each cell is listed below. You may access an [example of a completed form](#) at this link:

- **Date:** Please include the date expenditures were incurred. If lodging is for more than one evening, it is not necessary to break down the lodging amount for each day. Please include the total lodging amount on either the first or last date of your stay.
- **Location and Business Purpose:** If you have incurred travel expenses, please include your destination, **business purpose** of your travels, and the personnel included in your reimbursement request. If you have purchased items for use at Wofford or otherwise spent funds on behalf of Wofford, please include the location and **business purpose**.
- **Mileage:** If you have incurred mileage, please enter the number of miles (the description field should include your destination). The dollar amount and totals will automatically calculate from your input of the number of miles.
- **Lodging:** Please include your lodging expense amount. If you have incurred additional charges from your hotel for meals, etc., please break these out into the appropriate other categories on the expense reimbursement form.
- **Other:** The **left cell** should include a **description** of the item purchased. This category should include anything for which reimbursement is requested that is neither lodging, meals, nor mileage. Please select an item from the drop down menu available in the left cell (Note that if you select Misc., you will need to include a description on your receipt). The **right cell** should include the **dollar amount**.
- **Less Advance Received, if any:** If you have received an advance and are using this form to substantiate your expenditures and/or request a

reimbursement above the amount of the advance previously received, please enter the dollar amount of the advance received here.

- **Accounting Distribution:** Please include either the INDEX and ACCOUNT numbers or the FUND, ORG, ACCOUNT, AND PROGRAM numbers in the respective fields (Please note that if you have an index (e.g. INSTRU), you only need to enter an account number. If you do not have an index, you must enter all remaining four cells). Please also include the dollar amount of your reimbursement request to be distributed to each account number. The totals from the accounting distribution must agree to the total balance due above.

## **RECEIPTS:**

Completed forms should be forwarded to Accounts Payable in the Business Office. Processed reimbursements are available each Wednesday and Friday (Requests must be submitted by the preceding Friday and Tuesday, respectively).

Your form cannot be processed unless all **original receipts** are attached. Neither credit card statements nor credit card receipts without itemized details are acceptable. Please include any information with respect to **personnel in attendance** for meals, nature of event, etc. on the receipt that was not included in the expense reimbursement form. Receipts should be attached to an 8 ½ x 11 piece of paper and stapled to the expense reimbursement form in the order in which they appear on the form.

If you have lost or otherwise not received an original receipt, you must complete a [Missing Receipt Form](#), located on the Wofford website.

If you have any questions with respect to receipts, the nature of your expenditure and whether it is reimbursable, or the form itself, please contact [Accounts Payable](#).

