

Reimbursement Report

Banner ID Number					Date	Date		
Name						e Only		
Address	Campus PO/	'Dent	or		Street	/City/State/ZIP		
Was an advance given?			No Amount of Advance: \$					
Fund (6 digits)	Org Account (6 digits) (4 digits)		Prog (2 digits)	Activity (3 char.)	Amount	Check Reference		
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Date of	Descr	iption	Business Purpose					
Expense	(lodging, meals, other)		(place, participants, reason or business purpose of expense, etc.)				Amount	
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	Mileage (\$.33/mile)		Complete mileage log form and attach to this report (personal car use)					
	TOTAL							
Attach original itemized receipts and allow 5-10 business days for processing								
To ensure compliance with IRS regulations, College policy REQUIRES that this form and adequate documentation of business								
expenses (original itemized receipts with date, place, description, participants, and business purpose substantiation, mileage logs, etc.) be submitted to the Business Office within 30 days of the date of the expense. Any requests submitted after 30 days will NOT								
be eligible for reimbursement. If an advance was given, repayment of any excess funds and this form with expense documentation must be submitted within 30 days of the date of the advance.								
Expenses and acceptable documentation must be in compliance with Concordia's finance and accounting policies (available at the Business Office website: http://www.cord.edu/Offices/Finance/business1.php).								
I hereby certify that the above expenses are valid business expenses incurred in performance of my official duties on behalf of Concordia College and that I am not claiming reimbursement from any other source.								
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Signature					Date			
Approval by Dept. Head or Academic Affairs Office* Date								

*Reimbursements for faculty travel must be approved by the Academic Affairs Office