



Date _____

AP Use Only

Check if an <i>Accounts Payable</i> Direct Payment Authorization is on file	(<i>not</i> the same as <i>Payroll</i> Direct Deposit)
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Was an advance given?	Yes	No	Amount of Advance:	\$
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Fund (6 digits)	Org (6 digits)	Account (4 digits)	Prog (2 digits)	Activity (3 char.)	Amount	Check Reference

Date of Expense	Description (lodging, meals, other)	Business Purpose (place, participants, reason or business purpose of expense, etc.)	Amount
	Mileage (\$.33/mile)	Complete mileage log form and attach to this report (personal car use)	
		TOTAL	

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.*

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.

Date _____

Date _____

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