Expense Reports

1. A travel expense report should be submitted within 15 days from the return date. Reimbursements filed 60 days after the date of the travel may be subject to Payroll withholding.
2. (CR Expense Report) How to review and create an Expense Report.
3. Travel Expense reimbursement itemized receipts. (link to Reimbursement Policy )
4. For more Expense processes, please review the Reimbursement Policy (link)
5. If a receipt cannot be provided or duplicate, an Affidavit of Lost Receipt (insert Link) will need to be completed and included on the Expense report to authorized the reimbursement.
6. All pcard expenses require receipts -the Affidavit of Lost Receipt will not suffice for their documentation.
7. A copy of an itinerary or agenda for conferences, workshops, meetings, and/or seminars must be included to help determine what expense are appropriate for reimbursement.
8. If a cash advance was issued, but exceeded the total claimed expenses, the balance owed will need to be repaid to the University. It will need to be included on the Expense Report and will be posted to the individuals’ personal Accounts Receivable for reimbursement. If the reimbursement is submitted after 60 days, it will be subject to payroll deduction.
9. All Pre-trip expense must have occurred more than three weeks prior to the departure date, in order to be eligible for an early reimbursement. Pre-trip expense such as Airfare, lodging, registration may be placed on the purchasing card.
10. Each traveler is responsible for tracking pre-trip payments and reconciling credits if the travel schedule should change once they have been reimbursed or placed on the pcard.

If an exception was granted for a travel expense filed greater than 60 days to be reimbursed, based on the IRS Accountable Plan, the travel expense are subject to employee tax withholdings that will be included in their next available bi- weekly payroll.