

TRAVEL AND EXPENSE REPORT FORM INSTRUCTIONS

JULY 1, 2008

The purpose of the form is to request reimbursement for employees, students or visitors for travel, entertainment, and business expenses incurred while on University business.

Original documents are required to support expenses claimed. Photocopies of invoices, receipts or restaurant stubs are not acceptable unless the original document was lost and a signed memorandum is attached giving full explanation of circumstances. Original receipts are required for any expenditure of \$25 or more (meals are the exception to this rule as all meal receipts are required, regardless of the dollar amount). Document any non-meal expense less than \$25 that isn't supported with a receipt as to what the expense was for and that no receipt is available. Submitting all receipts in good form and in an organized manner (receipts taped to 8½ by 11 pages) will speed up the review process.

Following are instructions to specific parts of the *Travel and Expense Form*. The references below (a, b, c, etc) are illustrated on an example of the form, which is attached to the back of this document.

- a. Indicate whether the payee is currently *ND Faculty & Staff*, *ND Student*, or *Other*. Also, indicate whether the payee is a *U.S. Citizen/Permanent Resident* or a *Resident Alien/Non-Resident Alien*. A resident alien refers to a non-citizen who has established a temporary or permanent residence in the United States. A non-resident alien is a visitor with the legal right to visit the U.S.
- b. *Payee's Name, Department, Contact Phone Number, and NetID* (ex. jbrown1) Note: if payment is to a ND employee or student, completing the NetID field with the correct information will assist with accuracy and prompt reimbursement. The University has many J. Browns in its data base!
- c. *Date of travel or expense*. List every day that includes a reimbursement claim as a separate line item. *From* is the starting location; if starting from campus, list "ND"; if starting from your home, list home city (e.g., Mishawaka). *To* refers to the ultimate destination(s).

Various expense categories are listed separately and items should be completed within those columns to charge proper accounts, which are preprinted at the top of each column. The "Other" column can be utilized for miscellaneous expenses for which no specific category exists, such as books. However, please indicate account to charge for any items in the "Other" column as no preprinted account number resides on form for "Other".

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d. *Travel/Expense Details* should contain the business purpose of the trip/expenses as well as to explain any transactions requiring further explanations. Each explanation should be referenced by the appropriate date. Attach additional pages if needed. A well-documented business purpose will answer the questions "who, what, where, when and why" for each expense.

e. The *Travel and Expense Report* is intended to summarize all expenditures, regardless of the method or timing of payment. Thus, list the full cost of the travel/trip and back out items prepaid for the employee or paid on behalf of the employee.

Less: Travel charged directly to a budget unit thru ND Travel Bureau: used to reduce reimbursement claims when they were charged directly to a budget unit or account (e.g., for flights or University Motor Pool).

Less: Travel Advance: used to reduce reimbursement claim for monies fronted to the traveler by the University via a travel advance via the Request for Travel Advance form.

Less: Prepaid Conference Fees, Hotel, etc.: used to reduce reimbursement claims for any prepaid expenses already reimbursed to the employee.

f. *Amount Due Employee/(Due University)* is the total reimbursement request on behalf of the traveler or the net amount the traveler owes to ND (rare).

g. Payments to ND employees and student employees are **direct deposited** to the bank account on file with the University for payroll purposes.

If the payee is not an ND employee or student, the requesting department may choose one of three options for delivery of the hard copy check:

1. Elect *Send Check U.S. Mail* to instruct Accounts Payable to mail the check directly to the payee. Indicate the mailing address. This is the preferred option.
2. Elect *Send Check Campus Mail* to instruct Accounts Payable to return check to requesting department, in cases when a department wants to forward the check to the payee with additional information enclosed. Indicate the departmental contact/address to receive the check.
3. Elect *Hold Check for Pick-up* when the department wishes to pick up the check in Accounts Payable. This is also an option when the department wants to forward the check to the payee with additional information enclosed. Please indicate the departmental contact/phone to call when the check is ready.

For information regarding electronic payment options to payees outside the United States in U.S. dollars or foreign currency, please contact Norma Rhoades at 631-8274.

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- h.** *FOAPALs*—please indicate at least the *Fund*, *Organization*, *Program* numbers. Travelers may leave the *Account* number field blank and the expense will be allocated on the expense category preprinted at the top of each column on the form. However, an account designation is required for any expenses in the "Other" column. Allocation amongst multiple F-O-Ps should be indicated in detail.
- If the expense is to be allocated to a certain account due to funding requirements (such as a sponsored grant), please note this on the form.
 - Note that alcohol expenses must be charged to the accounts 72450 or 72451, regardless of funding source. Further, alcohol expenses cannot be charged to sponsored grants.
- i.** *Employee Signature and Date* is required for ND employees/students. All employees/students sign the form to attest to the validity of the expenses and the claim for reimbursement. If an individual is unavailable to sign, please indicate such.
- j.** *Departmental Approval Name/Signature and Date* is required. A higher level employee within the appropriate department (approval cannot be from a peer or subordinate) approves the form for employee reimbursements. If the approver is included in any of the expenses, approval is required from the approver's supervisor/manager.
- k.** Total due to (from) the employee; this amount is to match the amount in item f.

The Travel, Entertainment and Business Expense Policies manual is available at <http://controller.nd.edu/policies-and-procedures/>.

For questions regarding this form, the Compliance staff members listed below are always available to assist:

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