INSTRUCTIONS
TRAVEL / BUSINESS EXPENSE REPORT

Person incurring Travel/Business Expense

1. Prepare the Travel/Business Expense Report to show required information: date, name, department, purpose, location, org./project + acct #. The highest level person at a function, event or meal must submit the expense report for reimbursement.

2. List daily and total expenses incurred by category. List details of expense on corresponding line on right side of expense report.

3. Attach supporting documentation: Cash Advance form (when applicable), original receipts for all expenses where receipts can reasonably be expected (airfare, hotel, meals etc.). If receipts are missing, provide explanation.

4. Sign expense report.

5. Submit expense report and supporting documentation to the authorized person for approval. The approver must be of a higher level than the highest level person included in the expense report. The approver may not be a participant in the function, event or meal.

Approving Authority

1. Review the report and supporting documentation for accuracy and completeness. (If the report and/or documentation is inadequate, return to person incurring the expenses for appropriate correction.)

2. Ascertain that expenses are ordinary, reasonable and necessary and in accordance with University’s Policies + Procedures, Travel/ Business Expenses.

3. Ascertain that corrections and exceptions have been noted. Initial corrections and exceptions.

4. Approve (sign) the expense report.
If an advance was obtained for the event, the same person who approved the advance must also approve the expense report. Charges to sponsored projects must also be approved by Contracts & Grants.

Person Incurring Expense

1. Receive approved report and supporting documentation from Approving Authority.