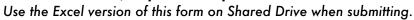
Travel Advance/Expense Request Form





Employee ID:		Name:				
Title:		Department:				
Destination:		Departure:		Retur	n:	
Travel Purpose:		Total Day:		Total	Request:	
	-	1		-1	1	
Description	Expense Category	Budget (\$)	Request (\$)	#	Units	Total (\$)
						_
					Total	\$
Notes:						
C: . (F	1		ъ.			
Signature of Employee:			_ Date	e:		
Name of the Sup	ervisor:					
Signature of the Supervisor:			_ Date):		
CFO (If Budgete	d)/President (If not Budge	ted):				
. 3		•	D1-			
			Date	;		

Reimbursement Request Form

Use the Excel version of this form on Shared Drive when submitting.



Employee ID:		Name:		
Title:		Budgetary Department:		
Type of Description		Expense Category	Payment	Total
Expense			Method	
	_		Total	\$
			Toldi	•
Notes:				
-		for the expense (e.g. memo, eme eipt) and submit to the superviso	•	-
Signature of Employee:			Date:	
Name of the Supe	rvisor:			
Signature of the Si	upervisor:		Date:	
CFO (If Budgeted)	/President (If not Budgete	ed):		
			Date:	

Missing/Inadequate Documentation Report

Name:



Use this form when you are requesting reimbursement from the University for expenses that are not supported by original receipts or other documentation deemed appropriate by the policy of the University.

This form is **not** required for miscellaneous expenses <u>under \$50</u>. When expenses are for meals, however, receipts are required even when the amount is <u>under \$50</u>. Use this form when requesting reimbursement for meals with missing or inadequate documentation, even when amount is <u>under \$50</u>.

Attach completed form to your Reimbursement Request Form, along with other documentation you are providing in lieu of original receipts/other appropriate documentation.

For guidance on reimbursement of expenses, refer to the Employee Allowable Expenses and Expense Reimbursement Policy of the University.

Date:

School/Department:

	Documentation Missing				
(Check one only. Use one	form for each expense with missing or	inadequate documentation.)			
Airline/Rail Ticket	Ground Transportation	Other (Specify)			
Business Meals (Travel)	Parking, Toll, Etc.				
Business Meals (Non-Travel)	Car Rental Agreement				
Supporting Documentation Pr	ovided In lieu of Missing Receipt	or Appropriate Documentation:			
STATEMENT:					
•	• • • • • • • • • • • • • • • • • • • •	ted on the Expense Reimbursement			
Form was/were lost and a copy co which I am seeking reimbursement	from BAU will not be submitted for	reimbursement to any other			
organization or agency. I also certi as noted.	fy that the expenses do not include	e federal "unallowable costs" except			
Payee Signature					