

Submitting a Reimbursement Request—Quick Guide

Required Information	Elements to Include
Receipts	<ul style="list-style-type: none"> • Regardless of transaction type, all receipts must include: <ul style="list-style-type: none"> ○ Transaction Date ○ Merchant/Supplier Name ○ Detail of items purchased or services provided ○ Form of payment used (e.g., cash, check, or credit card) ○ Amount ○ Proof of Payment • Receipts should be submitted as a reimbursement request and should be attached to the appropriate form • Both detailed and summary receipts are required
Approvals	Appropriate approval signatures are required prior to payment
Proof of Payment	This should be a credit card statement or invoice showing a zero balance with limited credit card number information

NOTE: All receipts for University Pcard transactions should be submitted with the printed Pcard statement and not as a reimbursement request.

Documentation Due Dates

For timely reimbursement by Accounts Payable, please provide documentation by the due dates listed below.

Document Type	Due Dates
Travel Documentation	<ul style="list-style-type: none"> • Due 60 days from date expense is incurred or 30 days from date of return from travel, whichever is later
Non-Travel Documentation (includes local meals)	<ul style="list-style-type: none"> • Due 60 days from date expense is incurred
Personal Credit Card Expense	<ul style="list-style-type: none"> • Due 60 days from date expense is incurred or 30 days from date of return from travel, whichever is later. • Should be submitted with the appropriate form: <ul style="list-style-type: none"> ○ For travel expenses - The Travel & Entertainment form ○ For non-travel expenses - The Expenditure Voucher form • Reimbursement for travel expenses when an employee is eligible for a University Pcard, will not be reimbursed until after the trip and all other expenses can be submitted for the trip.

Financial Services Quick Guide

Library
finance.wfu.edu

Responsible Unit:
Accounts Payable

Additional Assistance:
ap@wfu.edu

What is it?

A guide on how University faculty, staff and students should submit expense reimbursement requests.

Why it is Necessary

The items listed are necessary to:

- Provide your reimbursement in a timely fashion.
- Reduce follow-up time by AP staff for gathering missing or incomplete information.
- Potentially expedite the payment process.