# Submitting a Reimbursement Expense Report—Quick Guide

## Required Information

<table>
<thead>
<tr>
<th>Required Information</th>
<th>Elements to Include</th>
</tr>
</thead>
</table>
| Receipts             | • Regardless of transaction type, all receipts must include:  
|                      |   o Transaction Date  
|                      |   o Merchant/Supplier Name  
|                      |   o Detail of items purchased or services provided  
|                      |   o Form of payment used (e.g., cash, check, or credit card)  
|                      |   o Amount  
|                      |   o Proof of Payment  
|                      | • Receipts should be submitted as a reimbursement on an expense report  
|                      | • Both detailed and summary receipts are required  

## Proof of Payment

- This should be a credit card statement or invoice showing a zero balance with limited credit card number information.

## Documentation Due Dates

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

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Documentation</td>
<td>• Due 60 days from date expense is incurred or 30 days from date of return from travel, whichever is later</td>
</tr>
<tr>
<td>Non-Travel Documentation</td>
<td>• Due 60 days from date expense is incurred</td>
</tr>
<tr>
<td>(includes local meals)</td>
<td></td>
</tr>
</tbody>
</table>
| Personal Credit Card Expense   | • Due 60 days from date expense is incurred or 30 days from date of return from travel, whichever is later.  
|                                 | • 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. |

NOTE: All receipts for University Pcard transactions should be submitted with the Pcard transaction in Workday and not as a reimbursement line.

### 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.

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