MARYWOOD UNIVERSITY EXPENSE REIMBURSEMENT REPORT (Please use the fillable PDF, print and sign. Do not handwrite.)

This report must be submitted to the Fiscal Services Office with vendor receipts for all expenses listed (except for mileage allowance) **no later than two weeks** after attendance at an event or expenses were incurred. (See travel policy on reverse side.) If you have obtained Petty Cash, please submit this report to the Cashier's Office.

PERSON ATTENDING						DEPARTMENT					DEPT #			
EVENT					DATE(S)				PLACE					
PLEASE CHOOSE ONE OF THE FOLLOWING: MAIL CHECK PICK UP AT CASHIER'S OFFICE (CHECKS WILL NOT BE SENT THROUGH CAMPUS MAIL) PICK UP PETTY CASH (IF \$100 OR LESS) AT CASHIER'S OFFICE														
TRANSPORTATION					LODG	GING		EALS	T					
DATE	MILES*	PARKING TOLLS			HOTEL	OTHER	BREAK- FAST	LUNCH	DINNER	REGIS FEE	DESCRIPTION	AMOUNT	TOTAL	
XXXXX	XXXX	XXXXXX	XXX	XXX	XXXX	XXXX	XXXXX	XXXX	XXXXX	XXXX	XXXXXXXXX	XXXXXX	XXXX	
TOTALS														
TYPE/PRINT THE NAME AND ADDRESS					TOTAL MILES @ CURRENT RATE									
THAT THE CHECK WILL BE MADE PAYABLE TO:						TOTAL REIMBURSABLE EXPENSES **PLEASE CIRCLE CASH, CHECK								
FATABLE IU:					OR IF LESS THAN \$100 PETTY CASH									
					LESS CASH/CHECKS ADVANCED									
						BALANCE DUE THE UNIVERSITY								
_							BALANCE DUE YOU							
SIGNATU												_		
PERSON ATTENDING						DATE AUTHO			ORIZED SIGNATURE FOR BUDGET DATE					

TRAVEL POLICY

THE UNIVERSITY RESERVES THE RIGHT NOT TO REIMBURSE AN INDIVIDUAL FOR ANY EXPENSE FOR WHICH A RECEIPT IS NOT SUBMITTED TO THE FISCAL SERVICES OFFICE. Attendance at meetings must be approved by the proper officer as mentioned in the appropriate faculty or staff manual. Allowable expenses are described below in the description of line item <u>.53520 Travel/Professional Meetings</u>. Travel Funds are limited and for this reason the most economical mode of travel is to be used. The University's Travel Policy also applies to all travel covered by Grants and/or other sponsored programs.

TRAVEL ADVANCES

A Travel Expense Report with receipts for all travel expenses must be submitted to the Fiscal Services Office within two weeks after travel is completed.

If an expense report is not filed on time, the advance will be charged to the personal account of the individual who received it. Expenses not supported by vendor receipts will not be reimbursed. If expenses are claimed against a travel advance without receipts, the expenses will be charged to the personal account of the individual who received the advance.

TRAVEL REIMBURSEMENT

The University will reimburse all allowable expenses when this form is submitted to the Fiscal Services Office. Expenses not supported by detailed vendor receipts will not be reimbursed. Amounts under \$100 may be reimbursed by Petty Cash Petty Cash requisitions must also be approved by the Purchasing Department before presentation at the Cashier's Office.

TRAVEL/PROFESSIONAL MEETINGS (.520) – Covers all costs including hotel, transportation, meals, parking, tolls, and registration fees. *Alcoholic beverages are not reimbursable*. The most economic mode of travel should be used and hotel accommodations should be adequate but not luxurious. Receipts are required within one week of the event for hotel, air, rail, bus, restaurant bills, parking, tolls, registration fees, etc. Visa, MasterCard, and other personal charge statements of accounts will not be honored. Expenses will not be reimbursed without vendor receipts. Travel advances are available by check or in cash (if \$100 or less.) Requests for travel advance by check should be made at least one week before needed. Requests for cash advances of \$100 or less can be available on one day's notice. Car mileage allowance is current rate per mile for individuals who use their own car for travel to/from professional meetings.

*If traveling over 100 miles per day, rental from Enterprise, either with a Purchase Order or Marywood issued PNC Purchasing Card is suggested. Use of an employee vehicle is allowed but you will only be reimbursed the calculated rental car rate if less than mileage reimbursement.

REMEMBER: Vendor Receipts are required to substantiate all expenses except mileage.

8/1/2017