



# Expense Report

Payee ID # \_\_\_\_\_

NAME: \_\_\_\_\_

Fund	Cost Center	Account	Project	Amount

Faculty/Staff Only:  Direct Deposit

Adjuncts/Students/All Others:  Pick Up Check  Mail Check

Conference/Program: \_\_\_\_\_  
 (if applicable)  
 Conference Location: \_\_\_\_\_

Role At Conference/Program:  Attendee  Panelist  Officer  Presenter  Other, please state: \_\_\_\_\_

**Total:** \_\_\_\_\_

Above line must equal this line:

Date \_\_\_\_\_

\_\_\_\_\_

**Accommodations**

Lodging \_\_\_\_\_

**Meals - Personal (\$57/day maximum)**

Breakfast \$12 \_\_\_\_\_

Lunch \$15 \_\_\_\_\_

Dinner \$30 \_\_\_\_\_

Total Meals \_\_\_\_\_

**Meals (Entertainment)**

\_\_\_\_\_

**Transportation**

Airfare/Train \_\_\_\_\_

Car Rental \_\_\_\_\_

Taxi/Shuttle \_\_\_\_\_

Baggage Fee \_\_\_\_\_

**Miscellaneous Costs**

Conference Fee \_\_\_\_\_

Phone/Internet \_\_\_\_\_

Parking \_\_\_\_\_

Other \_\_\_\_\_

**Mileage Reimbursement Worksheet**

TO (place/city/state)	FROM (place/city/state)	DATE	BUSINESS PURPOSE	PERSONAL VEHICLE MILES

Total Miles - Personal Vehicle \_\_\_\_\_

**0.530****CERTIFICATION:**

I hereby certify that the above expenses represent costs incurred for legitimate University business only and include no items of a personal nature:

Originator Signature \_\_\_\_\_

**APPROVED:**

Dean/Supervisor \_\_\_\_\_

Approval Date \_\_\_\_\_

Total Expenses Incurred \_\_\_\_\_

Less Cash Advance \_\_\_\_\_

Less ATM Cash Advance (ECU Card) \_\_\_\_\_

Total Due To University \_\_\_\_\_

OR

Total Due To Employee \_\_\_\_\_

Total Due If Faculty Development \_\_\_\_\_

**All original receipts must be attached. Please be sure this form is completely filled out.**

## **Procedures and Guidelines for Authorize University Expenses & Travel**

- Expense Submission:** Properly authorized Expense Reports must be received by 4:00 p.m. on Tuesday for payment on the following Thursday.
- Travel Advances:** Submit Request for Payment form for all cash advances. The request must be received by 4:00 p.m. on Tuesday for payment on the following Thursday. No advances will be issued until all previous advances have been cleared.
- Reporting:** Expenses are to be reported on an Expense Form and approved by the cost center management. Original signatures required.
- Transportation:** Use coach service for air transportation. If renting an automobile, compare rates and ask for an educational discount. Select the most economical car whenever possible. The University will reimburse for personal car usage at the prevailing University approved rates.
- Insurance:** Your personal automobile insurance policy provides coverage when using your personal car. If renting a car, do not take the collision deductible waiver. If an accident or any personal injury should occur while on University business, report it to Risk Management and Public Safety by the next working day following the incident.
- Lodging:** Use moderately priced accommodations. Original receipts itemizing your lodging are required. Do not include personal expenses such as personal entertainment, dry cleaning, athletic facility usage, etc.
- Meals:** The University reimburses for actual expense up to \$50.00 per day limit. The names of ALL individuals provided with meals must be listed.
- Other:** Include original receipts for all other expenses not detailed above. Reimbursement will not be provided without original receipts.

**All expenses must have business purpose stated on the receipt.**