

## **Business Expense Form**

### **Instructions to Complete**

**IMPORTANT NOTE:** All business expenses must be substantiated by the attachment of **ORIGINAL** receipts to the Business Expense Form. Expenses for which receipts are not traditionally available (auto mileage, tolls, tips, etc.) must be documented and attached to the Form as well. Receipts and other supporting documentation should be organized **and totaled** in the same order as the Business Expense categories as listed on the Form (e.g. Air/Train/Bus, Vehicle Rental, Taxis/Parking/Tolls, etc.). Attaching and labeling similar receipts to a blank piece of paper (e.g. meal receipts) greatly assists in both the preparation and review of the business Expense Form.

### **LINE-BY-LINE INSTRUCTIONS**

1. **Employee Name-** Employee responsible for Business expenses.
2. **Extension-** Telephone extension of employee.
3. **Employee address-** Address of employee responsible for Business Expenses.
4. **Department-** Name of employee's department.
5. **Date(s) of Expenses-** The start date of expenses and the end date of expenses.
6. **Business Purpose-** Purpose of Business Trip.
7. **Business Location-** Location of Business trip.
8. **Business Guests-** List the names of any business guests.
9. **Account-** Depending on which type of Business Expense was indicated, this section shows which accounts will be charged for the expense categories listed on the form.
10. **Fund-** Fund number to which travel expenses are to be charged.
11. **Department-** Department to which travel expenses are to be charged.
12. **Program-** Type of program if applicable.
13. **Activity-** Type of activity if applicable.
14. **Class-** Type of class if applicable.
15. **Project/Grant-** Type of project/grant if applicable.

16. **Business Expenses-** Enter totals for each business expense category, then add them up and enter Total Expenses below. Group original receipts by expense type & attach.
17. **Less Advance-** Enter amount of any expense advance which was received related to this Business Expense. Attach a copy of Quick Voucher of the initial “Expense Advance Request” to the Business Expense Form.
18. **Net Amount-** Subtract less Advance amount from Total expenses.
19. **Due Employee-** Process Quick Voucher for reimbursement to employee.
20. **Due University-** Process Cash/Check Deposit Form to Bursar’s office.
21. **Employee Signature-** Signature of the employee responsible for Business Expenses and dated.
22. **Approved by-** Signature of person authorized to approve expenditures for the Fund/organization combination listed on the form and dated. Printed name of the same person right below.

### **Miscellaneous Expenses**

An employee will be reimbursed for miscellaneous expenses associated with business travel not specifically addressed in any of the categories above. Examples include parking, tolls, tips, currency conversion fees, and expenses associated with baggage handling and storage. Receipts should be obtained whenever possible and are required for expenses exceeding \$25.

The University understands the need for employees to communicate with their home while away on business, and thus this type of expense is reimbursable. However, personal calls are expected to be brief and should be limited unless there is reasonable cause.

An employee is personally responsible for payment of the following travel expenses:

### **Non-Reimbursable Expenses**

- Business expenses not substantiated by original receipts/documentation required by University policy
- First class travel, or other seating, above the coach level (except as stated in Section VIIA for International Travel)
- Purchase of flight insurance
- Personal entertainment
- Personal purchases of goods and services
- Airline clubs
- Rental car mileage for personal use
- Rental of luxury or sport car models

- Haircuts
- Child care
- Pet care
- SCU Parking Permits
- Traffic fines
- Hotel laundry service (for stays less than five days)
- Hotel valet service
- Excessive personal phone calls
- Hotel amenities (in-room movies, exercise facilities)
- Travel expenses of spouse or other non-business related travelers
- Costs incurred by failure to cancel reservations (hotel or transportation) except in emergencies
- Credit card late fees

### **Business Expense Report**

A Business Expense Report must be completed when requesting reimbursement of travel-related expenses. Two variations of the form are available, one detail and one summary for multiple occasions. These forms are available on the University Finance Office Web site located at

<http://www.scu.edu/finance/forms/> .

The forms must be accompanied by a copy of the Quick Voucher and the Business Expense Report which has been approved by the next level supervisor or manager of the employee requesting reimbursement. Under no circumstances may an employee approve his/her own reimbursement form or that of a person to whom they report (either directly or indirectly). The approval signature can be applied to either the Business Expense Report or the Quick Voucher.

Each continuous trip should be reported separately by the end of each month or within 10 business days upon returning if travel occurs at the end of the month. .

**NOTE:** Reimbursements will NOT be made for any type of service. Payment for services to an external vendor requires 1099-Misc Nonemployee Compensation reporting to IRS.

### **Required Documents:**

- All reimbursements require dated, original itemized receipts and proof of payment. Credit card payment forms or statements alone are not considered itemized receipts for transportation tickets, car rental, lodging and meals.
- All reimbursement requests must include a statement of business purpose.
- Examples of acceptable documents:
  - . For Airline tickets: itinerary/invoice or e-receipt, showing proof of payment
  - . For Car Rental: contract, itemizing all charges, and proof of payment
  - . For Lodging: Itemized bill showing all charges and proof of payment
  - . For Business Meals: Receipts itemizing charges, names of attendees, and proof of payment such as the signed credit card receipt (for charges of more than \$25).
  - . For Mileage: A log of travel miles destination and business purpose
- What To Do If A Receipt Isn't Available

When an original receipt is required but has been lost, a copy of the receipt may be submitted with an explanation in writing. If a copy cannot be obtained, a statement by the payee providing the reason must be included with the Quick Voucher. Without a satisfactory explanation, the amount will not be reimbursed.

**To expedite the review process and reimbursement of expenses, please group and fasten (staple or tape to a sheet of paper) original expense receipts together by category. Expenses less than \$25, for which receipts are not available (such as taxi fared or tips) do not require receipts.**

If your airfare expense has been charged to your departmental account by the University Travel agents, **DO NOT** enter this as a reimbursable expense on the Business Expense Report. Instead, please indicate that the cost had been charged to your departmental budget, and enter the amount of \$0.00 on the Business Expense Report. If subsequent airline charges are incurred by the traveler, e.g., a processing fee for a schedule change, the traveler must obtain a receipt from the airline. The amount of the expense should be entered on the Business Expense Report form as an air transportation expense.