**Instructions for Seeking Reimbursement**

**Supporting Documents and Receipts**

Travel and/or Entertainment Reimbursement (T/E) Form and Business Expense Form

The below procedure guideline for seeking reimbursement applies to both the *T/E* and the *Business Expense* reimbursement forms. The forms are to be completed electronically, printed, and signed in ink by both the requestor and approvers.

All reimbursement requests are to be submitted **within 90 days of the qualifying event**. Any requests turned in later than 90 days from the date of purchase or completion of the travel are subject to being denied or to a delay in processing.

* Original receipts are required if reasonably available for all expenditures. Where receipts for expenses are lost, the Missing Receipts Form must be completed and supplied with the reimbursement request.
  + - Services that do not provide receipts (parking, tolls, and valet tips) require the Missing Receipt Form.
  + Appropriate Receipts:
    - Airline and/or train itinerary showing purchase price is the appropriate receipt.
    - The itemized hotel bill is the appropriate receipt.
    - A car rental agreement showing the details of the agreement is the appropriate receipt.
    - A restaurant detailed itemized receipt and final bill showing the tip is the appropriate record for a meal reimbursement request. Note: tips should not exceed the recommended 20% gratuity.
    - Appropriate documentation for mileage reimbursement would need to be printed in which the mileage calculation is shown from an electronic mapping application (MapQuest, etc.).
    - Honorarium: W-9 must accompany all requests. Provide the date/time/location of the event, the topic, and the course (if applicable). If a syllabus or email thread is available, please provide as optional supporting documentation. If this is a payment to an international party, please review the [Employment Guidelines for Inviting International Speakers or Performers](http://www.randolphcollege.edu/humanresources/wp-content/uploads/sites/46/2014/06/employment_guidelines_for_international_speakers.pdf).
* The T/E Form and/or the Business Expense Form should be submitted with all original receipts taped to an 8 ½ x 11 piece of paper. Utilize both sides of one sheet of paper for multiple receipts, placing them in day/date order for the T/E Form or in succession to be easily followed on the cover page for the Business Expense form.
* The Expense Detail Form, which is the second tab of the electronic form file, is required for *Meals*, *Entertainment, and Misc./Other* categories. Specific information to include on the form would be the purpose of the event, the group in attendance, and the number of attendees.
* The Budget Web code number must be provided on the T/E form and Business Expense form by the requestor and checked for accuracy by the approver. Using multiple budget codes on either form is acceptable.
* Include the tracking number of online purchases for verification of receipt date.
* Currency Conversion: List the rate at which you converted your request as well as the date of that rate.

It is the responsibility of the requestor and the approver (Department Chair or Senior Staff Member) to ensure that all reporting and documentation requirements are met. This responsibility includes a careful review of all expenses and is accompanied by a signed approval.

* Expense reports which are *not properly completed and properly approved* will be returned to the requestor.

**Description and Uses of Expense Reimbursement Forms**

*Travel and/or Entertainment Reimbursement Request Form (T/E):* The *T/E* form is designed to summarize all expenses incurred for a maximum 7-day trip originating from and returning to Randolph College campus. \*Note: Use Excel to complete the calculations for expense information. Do not write information in.

* ***Trip/Event Dates*** should be the range of dates included on this form. Please note that there is a maximum of 7 days per form.
* ***Purpose of Expenses*** field should include purpose and destination(s) of the trip and any additional details that will provide clarity of the reimbursement request.
* ***Employee Information*** fields need to be filled out thoroughly. Include an address if a check is to be issued.
* ***Personal Mileage Reimbursement*** field requires daily mileage traveled at and will be calculated at the current College rate.
* ***Air/Train Travel*** field includes the cost and taxes of the ticket only. Any baggage or additional fees must be listed in the *Misc. /Other field*.
* ***Auto Rental*** field should be broken down by each day.
* ***Hotel (nightly)*** field should room and taxes only. Other charges, such as telephone or room service, should be split out into other appropriate category(ies).
* ***Meals*** field should be used for the employee only.
* ***Fuel*** field should be for gas charges when mileage reimbursement is not requested
* ***Parking*** field is for the total daily parking charges to include hotel parking fees.
* ***Taxi*** field is for cab fare and tip costs.
* ***Tolls*** field is for the daily cost of tolls.
* ***Entertainment*** field is for the cost of expenses to include events, other meals purchased, or gifts. The supporting *Expense Detail* form must be included.
* ***Misc. /Other*** field are for trip related expenses that do not fall into the previous categories. The supporting *Expense Detail* form must be included.
* ***Conference/Registration Fees*** are for fees of the event only.

Additional Information:

* A detailed receipt is required for reimbursement of business meals and entertainment expenses.
* Advances are defined as cash received in advance of a travel itinerary.
* Previously reimbursed expenses are those charges already paid by College through petty cash or an accounts payable check prior to taking a trip. For example, conference fees are often paid months in advance of an actual trip.
* Break down all costs (ex. hotel, car rental) by day. Do not list full expense in one day.

*Expense Detail* Form (*Detail Expenses* tab on *T/E* form): For purposes of entertaining one or more persons, please fill in the date, place, participants, budget code, purpose, and amount associated with the event. Please be as specific as possible.

*Business Expense Form:* Required for business/class/departmental/program expenses exclusive of travel and entertainment.

*Missing Receipt* Form: Required for lost or missing receipts, regardless of amount

*Electronic Funds Transfer Authorization* Form (EFT): (Optional) Complete to authorize the College to provide reimbursement via direct deposit to a bank account.

*Check Request Form*: This form is to be used to request a check only. Its primary purpose is to provide a way to request a check for an outside vendor, international person, or a student who is *not* on the College’s payroll when an invoice is not presented. In cases where travel (745) and/or entertainment (251) are present, please use the T/E form.

* A Check Request Form is not needed in addition to an invoice which is submitted for payment and should never be used for reimbursement requests by members of the Randolph community who are on the College’s payroll.
* Separate documentation must be provided regarding the compensation agreement (contract, e-mail approval of negotiated Honoraria/Fees, etc.)
* Each new vendor must present a W-9 with their request for payment/invoice. A W-9 must be on file for a request to be processed regardless of amount. Forms over three years in age will need to be updated to ensure accuracy.