



Travel and Expense Report Work Aid

Guidelines and Helpful Hints:

- 1) Submit the Expense Reimbursement form to the office of Accounting and Financial Services within **TWO WEEKS** after your travel or expense date. If past the **60-Day PERIOD**, the expenses can be considered as taxable income.
- 2) Include itemized receipts with your submission. Receipts should be scan-ready (All sides of receipts taped to 8 1/2" x 11" paper). Please do not place receipts on top of one another or fold receipts prior to taping. This is required as these will be scanned for archive purposes.
- 3) List each individual receipt **CHRONOLOGICALLY** on the daily worksheet on page 2 in and **DO NOT COMBINE AMOUNTS**. This sheet is intended to be a chronological listing of the detailed receipts attached. The totals can be combined on page 1 to show the amount for each category.
- 4) Index Code and Account Combination OR Fund, Organization, Account, and Program Combination are **REQUIRED** for each expense category (example: ACCFIN and 711810 OR 110500/500440/711810/450). Activity codes are optional and only helpful if routinely used by your department.
- 5) If expenses need to be split between index codes or FOAPALs, please manually add these to the bottom portion of the summary table on page 1 by duplicating the necessary account number.
- 6) If an expense category is not listed on the Daily Expense Worksheet add in the summary table (page 1) on the blank lines at the bottom.
- 7) Complete **ALL FIELDS** unless otherwise noted. Including address even if direct deposit.
- 8) Convert all foreign currency to US dollars prior to submission to Accounting and Financial Services. Additionally, please print conversion rate used and attach to submission.
- 9) List attendees for meals on the bottom of page 2 for all meals that apply to your reimbursement. You do not need to list the attendees for every meal.
- 10) All employees should receive mileage reimbursement at the federal per diem rate set by the IRS unless the employee is using a Samford vehicle or rental car. If you are claiming Auto Fuel please indicate that you are driving a Samford vehicle or provide the rental car receipt.
- 11) Use a separate report for each trip taken. Limit one business purpose per report. An exception to this is mileage which can be combined into one mileage-only report, and submitted monthly, utilizing the mileage log form available as an attachment.
- 12) If you have additional questions, please email invoices@samford.edu.