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 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.