



Travel and Expense Report Work Aid

Guidelines and Helpful Hints for Completion of the Travel and Expense Report:

- 1) Return this form to the office of Accounting and Financial Services within **TWO WEEKS** after your travel or expense date.
- 2) Include **ORIGINAL ITEMIZED** receipts with your submission (no copies accepted). Receipts should be scan-ready (**ALL FOUR** sides of receipts taped to 8 1/2" x 11" paper). Please affix receipts to only **ONE SIDE** of the 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. Please, no staples.
- 3) Enter expenses on the daily worksheet on page 2 in **CHRONOLOGICAL ORDER** and **DO NOT COMBINE AMOUNTS**. This sheet is intended to be a chronological listing of the detailed receipts attached. Totals from this page will populate the table on page 1 by account code.
- 4) If additional lines are needed in the Daily Expense Worksheet please complete another report.
- 5) Index Code and Account Combination OR Fund, Org, 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.
- 6) 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.
- 7) 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.
- 8) Complete **ALL FIELDS** unless otherwise noted.
- 9) Please 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.
- 10) Please list attendees for meals on the bottom of page 2. A written list on the back of a receipt is **NOT** sufficient as receipts are taped and scanned for processing, thus losing this information.
- 11) 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 (if claimed on a separate report).
- 12) Please 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 to the Travel and Expense Report.
- 13) If you have additional questions, please contact extension 2537.