HOW TO COMPLETE AN EXPENSE REPORT

Expense Reports are for personal reimbursements and to use for reporting after a return from an approved trip. If you had the proper approval from your Senior Administrator to buy something using your own cash, credit card, or debit card this is the form to use. **All receipts should be attached.**

Employee Name: Employee name is required for reimbursement.

Date Incurred: List the date of the receipt or date of expense.

Description: List a brief description explaining the expense.

Account Number: This represents the budget account number to charge for the expense.

Amount: This is the total of the receipt.

Expense Summary

Total: Include the total for the Amount column. If you have not been advanced funds (i.e., this refers to trips), you will stop here.

Less Advance: List the amount of the Advance of funds you were given.

Amount Due to Employee: If the Total Expenses is more than the Advance, put the difference here.

Amount Due from Employee: If the Total Expenses is less than the Advance, put the difference here. You will need to pay the difference and submit money to the Cashier in the Business Office.

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