

Expense Request Form

EMPLOYEE TYPE OR AFFILIATION

- ☐ Employee
- ☐ Invited Guest/Visitor - *complete shaded areas*
- ☐ Other - *complete shaded areas*

PAYMENT TYPE *(CHECK ONLY ONE)*

- ☐ Out of Pocket
- ☐ Other _____

Reimbursement Method

- ☐ Direct Deposit (Domestic only)
- ☐ Cash
- ☐ Paper Check

Date:	Requestor Name:		
Olivet ID#:	US Citizen or Permanent Resident: ____ Yes ____ No Permanent Residents indicate Resident alien card # ____ If you are not a US Citizen or Permanent Resident, provide: Visa Type: _____ Country of Tax Residency: _____		

BUSINESS PURPOSE (Detailed **reason** for expenditure. For travel or business, include person and/or organization visited and location. Also include expense date range.)

	Date	Event Name & Reason for Expenditure
#1		
#2		
#3		
#4		

SUMMARY OF EXPENSES

Business Purpose#	Description (date, detail, etc...)	Air Travel	Car Rental	Lodging	Meals	Other	Total
EXPENSE REPORT TOTAL:							\$

REQUESTOR: *I certify that these are all legitimate Olivet University business expenses.* I certify that these expenses are in accordance to University policy and have been approved by the department head (Zinzendorf School expenses are subject to pre-approval by the Office of the President).

SIGNATURE: _____ **Date:** _____

Requestor Permanent Legal Address: _____

Requestor Check Mailing Address, if different than Legal: _____

OFFICIAL USE ONLY

I certify that these expenses are in accordance to University policy and have been approved by the department head (Zinzendorf School expenses are subject to pre-approval by the Office of the President):

Department Head: _____ Date: _____

(Signature)

Chief Financial Officer: _____ Date: _____

(Signature)

Dean of Administration: _____ Date: _____

(Signature)

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Expense Request Form Instructions

- 1) Fill in the expense request form (approximately) before you incur your expenses (1 ITEM PER LINE)
- 2) Check off the type of expense and provide a detailed description of the expense (front page) and then fill in the coding and dollar amount (back page)
- 3) Once the form is completed, sign front page under Requestor field.
- 4) Obtain necessary approvals from Department Heads/Office of the President, followed by signed confirmation by the Chief Financial Officer and Dean of Administration at which time a copy from the Business Office will be provided for your records.
- 5) Save all receipts, the dollar amount of the expense form must equal (approximately) the dollar amounts of the receipts and missing receipt affidavits.
- 6) Submit all receipts and expense form to the Business Office. All employee requests for reimbursement of approved travel and business expenses must be received in the Business Office **preferably within thirty (30), but no later than sixty (60) days after completion of a trip, the date of an event or the incurrence of a business expense.**
- 7) Reimbursements will be given within 14 business days from submission of receipts to the Business Office.

Common Expense Object Codes:

• Food+Nonalcoholic Beverages	100
• Office Supplies+Materials	101
• Air Travel	102
• Parking	103
• Printing	104
• Hotel, Lodging	105
• Vehicle Rental	106