

## DePaul University

### Employee and Guest Reimbursement Form Instructions

The [Employee and Guest Reimbursement Form](#) is to be used for both general and/or travel related reimbursements. In order to process a reimbursement request, the following fields are required:

#### General Information Section

- Name
- Department
- EMPLID (Employees/Students) or SSN (Guests)
- Home Address
- Phone Number
- PeopleSoft Chartfields
- Requestor's signature (if requestor is unable to sign, indicate the reason why)
- Original itemized receipts for all expenses incurred, except meals less than \$25
- Clear and complete business purpose indicating the reason the expenses were required for DePaul business

For further information regarding reimbursement guidelines, please visit the University's [Employee and University Guests Reimbursement](#) policy as well as the IRS website.

#### Travel Section

The following additional information is required for travel-related expenses:

- Travel location
- Travel from and to dates
- For entertainment and meals, document list of attendees and affiliation to DePaul

Please note that some of the accounts have been pre-populated for convenience purposes. For a list of account numbers, descriptions, and purposes please visit the [Guide to Account Code Usage](#). As the user "tabs" or "clicks" on a date field, a down arrow will appear, allowing the user to insert a date from a calendar. Be sure to enter all amounts in U.S. dollars. For the "Mileage" category, make sure to enter the dates, indicate the appropriate year, and provide the number of miles, for which reimbursement is being requested. The form is designed to calculate the correct dollar reimbursement amount based on the current IRS mileage reimbursement rate. The mileage reimbursement rate can be found by visiting [www.irs.gov](http://www.irs.gov).

Below is the acceptable and required documentation for the various expense categories:

<b>Expense Category</b>	<b>Acceptable Original Documentation</b>
<b>Registration Fee</b>	Agenda or meeting schedule and paid receipt
<b>Airfare/Rail Transportation</b>	Airline or Railway ticket, or e-ticket, indicating the paid fare amount
<b>Car Rental</b>	Rental agreement
<b>Taxi/Bus/Limo</b>	Receipt or bill with documentation of origin, destination, and amount
<b>Parking/Tolls</b>	Paid receipt or rental car documentation indicating location and time of tolls
<b>Hotel/Lodging</b>	Itemized hotel bill
<b>Meals</b>	Itemized hotel bill or restaurant receipt, except for meals of \$25 and under.
<b>Mileage</b>	Internet generated map of origin and destination and trip mileage
<b>Entertainment</b>	Receipt or credit card bill indicating the amount of the entertainment

The following additional documentation is required for all entertainment expenses, including all meal expenses:

- Date of the expense
- Description of the entertainment (e.g. "Dinner" or "Theatrical Performance")
- Clear and complete business purpose indicating the reason the expenses were required for DePaul business
- Names, titles and organizational affiliations of the individuals attending the entertainment event, other than employee requesting reimbursement

Please use the Entertainment Details Section of the Reimbursement Form to report the above information.

#### Entertainment Details Section

The Entertainment Details Section should be completed when entertainment expenses, including meals, are incurred and the reimbursement amount includes expenses for persons other than the requestor. This includes both travel and non-travel related entertainment and meal expenses. Please see the Travel Section, above, for further instructions.

#### General Reimbursement Section

Use this section, located on the second page of the form, to request reimbursement for non-travel related business expenses.

#### Signature Page

The signature page contains space for all of the required approvals, in addition to the total requested reimbursement amount. The employee's printed name and signature dates should be entered on the form.

In addition, various print options are included on the signature page that will print either certain parts of the form or the entire form, based on the sections the user has completed.

#### Approvals

The individual requesting reimbursement should sign the request form. By signing the request form, the individual is certifying all expenses are legitimate business expenses and that the information submitted is correct. If the requestor is unable to sign the form, the reason should be indicated on the signature line.

The form must be approved by the following individuals:

- Budget manager and
- Requestor's supervisor or authorized proxy

If the budget manager and requestor's supervisor is the same individual or if the area's Officer or authorized delegate approves the form, one approving signature is sufficient.

In situations where employees incur expenses for work performed outside of their primary area (i.e., Discover Chicago, Study Abroad trips, and Vincent DePaul Professors), related expenses require approval by the budget manager of the department authorizing the expense.

#### **Approval levels for all reimbursements requests are as follows:**

##### President's Expenditures:

The President's reimbursement requests should be reviewed and approved by either the Executive Vice President or the Provost.

Provost/Executive Vice President's Expenditures:

The Provost's or Executive Vice President's reimbursement requests should be reviewed and approved by the President. In the President's absence, the Provost may review and approve the Executive Vice President's reimbursement requests and the Executive Vice President may review and approve the Provost's reimbursement requests.

Vice President & Dean Expenditures:

Dean and Vice President reimbursement requests will be reviewed and approved by their supervisor; generally, this would be the Provost or Executive Vice President.

**To prevent unauthorized changes to approved reimbursement requests, the *approver* should submit all completed and approved requests, along with appropriate original documentation, to the [Accounts Payable Department](#) for processing.**