

Instructions for Preparation of the Expense Report

Expense Reports (ER) should be used to request reimbursement of your reportable department expenses. It should be prepared once a month.

Expenses will be paid two times a month, the 2nd and 3rd Thursday of each month. The due date will be the 1st and 2nd Tuesday to receive a check on the 2nd or 3rd Thursday.

If you get a rebate, please attach it to the expense report and accounting will process it.

Employees cannot pay labor directly to anyone, it has to be paid by the university. Please talk to the Payroll director.

- ❶ **Reportable Expenses:** list all expenses not related to a travel. **Original** receipts needs to be attached. If reporting meals, receipts should have in the back names of people in party, business purpose, date, and amount.
- ❷ **Travel Expenses:** trips requiring at least one over-night stay require a pre-approved Travel Application. Be aware that spouses travel is taxable income.
- ❸ **Transportation/Rental Car/Hotel:** original receipts must accompany this report. Be aware that LSU do not pay for movies or other expenses not related to business.
- ❹ **Per-diem:** current rate of per-diem is to be reimbursed. If employee not entertained. Other rates apply if entertained with a single meal or fully entertained.
- ❺ **Cash/Plane Tickets Advances:** list and include passenger receipt from plane tickets. If electronic ticket was purchased, include printed receipt from internet and boarding passes.
- ❻ **Regular Travel:** date, destination, mileage and per-diem related to travel that do not require an overnight stay.

LA SIERRA UNIVERSITY EXPENSE REPORT

NAME: _____ DEPT: _____ MONTH/YEAR: _____
 MAILING ADDRESS: _____ MAIL HOLD
 ID # _____

Please attach ORIGINAL receipts. (SEE INSTRUCTIONS ON NEXT PAGE)

REPORTABLE EXPENSES	TOTALS	TRAVEL EXPENSES (74515) Requires Travel Application	TD
❶ MISCELLANEOUS SUPPLIES (71855)		TRAVEL FARE Date Destination	❷
		TRANSPORTATION (Taxi, Shuttle, etc.)	❸
		RENTAL CAR: days	
MISCELLANEOUS SUPPLIES (71855)		HOTEL Date Number of Nights	
		Per-diem Date	❹
		day @ \$26 =	
		day @ \$13 (one meal) =	
		day @ \$6 (no meals) =	
EQUIPMENT-SMALL (77915)		Mileage mi. @ \$0.27	
		Long Distance/Business Number/Phone Calls	
TELEPHONE-LONG DISTANCE (74000)		Maintenance Expenses Related to Travel	
		Sub Total Travel Expenses	❺
		Less: Cash Advances	
		Less: Plane Tickets advanced or ordered through Purchasing	
		** TOTAL TRAVEL EXPENSES	❻
STAFF MEALS (78015)		REGULAR TRAVEL (NO overnight stay (74515))	
		Date Destination	
OTHER EXPENSES			
		Per-diem Date	
		day @ \$26 =	
		day @ \$13 (one meal) =	
		day @ \$6 (no meals) =	
		Mileage mi. @ \$0.27	
		Sub Total Regular Travel Expenses	
		*** TOTAL REGULAR TRAVEL	
		* TOTAL REPORTABLE EXPENSES	
		** TOTAL TRAVEL EXPENSES	
		*** TOTAL REGULAR TRAVEL	
* TOTAL REPORTABLE EXPENSES		TOTAL EXPENSE REPORT	❼

I certify by my signature that the expenses listed on this expense report are true and accurate and are related to LSU business.

SIGNATURE: _____ Employee

APPROVED: _____ Person you report to

APPROVED: _____ Vice President (required if over \$1,000)

FUND	ORG	ACCOUNT	AMOUNT	Checkbook	Balance

(Please send to Financial Administration)

- ❷ **Accounts:** list the fund, organization, account number, and amount. Make sure there is enough money in the budget to cover the expenses. If NSF the expense report will be returned.
- ❸ **Signature:** sign and provide other signatures as specified.