La Sierra University
Expense Report Preparation Checklist

Expense Reports are submitted for reimbursement of expenses incurred by La Sierra University employees and students. **Payments for labor/services performed are NOT REIMBURSIBLE.** These items must be paid directly by the University. Please contact the Accounts Payable or Payroll department for details.

La Sierra University enforces a 60 day business expense reimbursement period. The 60 day period is the Internal Revenue safe harbor period. **Employee business expenses must be submitted for reimbursement “within 60 days after the expense is incurred or the trip ends.” “If not submitted within 60 days, the reimbursement becomes taxable [to the employee] for federal, state, FICA and Medicare; and withholding tax must be taken.”**

The following items are needed to complete an Expense Report:

- **Contact Information:** Name, ID Number, Department, Contact Number and Current Address
  Complete and current contact information is needed. **Checks will be sent to the address listed on the expense report form unless direct deposit is set up. We will not hold checks for pick up.**

- **Descriptions:** what was purchased and business purpose (what it will be used for) for all items
  - **Meals:** List attendee names and business purpose, for a meeting list topics discussed
  - **Mileage:** List the trip starting point, ending point, and purpose
    Mileage reimbursements are given when a personal vehicle is used. If a university vehicle or rental car is used actual gas receipts must be turned in.
  - **Per-diem:** Provide the travel dates and purpose

- **Travel Application:** required for any trip that includes an overnight stay
  This should be submitted in advance of the trip, but if not a Travel App will need to be turned in with the expense report.

- **Receipts:** Attach original receipts for all purchases
  A receipt must show proof that the expense was paid for. **Credit card statements may only be submitted as proof of payment along with an order confirmation, invoice, etc. They are not accepted as receipts.**

- **Signatures:**
  - Signature of the person requesting reimbursement
  - Approval from your department head, dean, or vice president
    Employees may not approve their own expense reports.

- **Account Numbers:** Account(s) listed must have sufficient funds to cover the reimbursement

*Please be advised that missing items will cause a delay in processing your reimbursement. Once the expense report is complete please allow 3-5 business days for processing.*

Expense Report forms can be found online at [http://lasierra.edu/accounting/](http://lasierra.edu/accounting/)

For questions please contact Marvin Guzman: 951-785-2112 or mguzman@laiserra.edu