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 Malachi Middleton: 951-785-2112 or mmiddlet@lasierra.edu