FOD Center Employee Expense Reimbursement Job Aid

**UMN Employee Expense** form or **UMP Expense Report** must be filled out electronically, printed for signatures and submitted to fmfinanc@umn.edu within 60 days of the date of expense. Failure to meet these and the below requirements will result in the reimbursement being returned to you for revision or be denied.

Additional policies, forms and resources can be found on the FOD Center Webpage (click on your department, then finance).

1. **REQUIRED** box
   a. EmplID is a required field because we need this to enter a reimbursement into our financial system.
   b. Email is required so that we can follow-up with the employee, if necessary.
   c. Address should be the employee’s home/mailing address.
   d. Travel information may be left blank for all non-travel related reimbursements, but is required for all travel reimbursements. The travel dates and times are important for our review of allowable expenses such as transportation, meal per diem, etc.

2. **Justification**
   a. A complete and detailed justification is required for all expenses. As a public organization, every expense is at the risk of public scrutiny.

   **CLICK HERE TO SEE JUSTIFICATIONS FINANCE FLASH**

3. **Itemization**
   a. Date is the date of purchase or the day of travel. Travel should be broken out by date, not by total in each expense category. This is important for us when verifying policy adherence of expenses.
   b. Description/business justification should list the expenses that are included in the amount sections of each line.
   c. Receipt check mark box should be checked if a receipt is missing, which is required per policy.

   **CLICK HERE SEE RECEIPTS FINANCE FLASH**

4. **Transportation**
   a. This rate is determined federally and changes at least annually, so the version of the form used should always be from the forms library [https://policy.umn.edu/forms-library](https://policy.umn.edu/forms-library).
   b. The mileage amount will calculate automatically when the miles are entered.

   **CLICK HERE SEE GROUND TRANSPORTATION FINANCE FLASH**

   c. Travel by air is limited to the lowest, non-refundable, coach/economy class fare available at time of booking for all flights under 8 hours. In order to properly document if an upgraded fare or a fare longer than the business purpose requires, a comparable airfare at the coach/economy class fare should be run at the time of booking and printed for the reimbursement.

5. **Lodging**

   **CLICK HERE TO SEE LODGING PER DIEM FINANCE FLASH**

6. **Meal Per Diem**

   **CLICK HERE TO SEE MEAL PER DIEM FINANCE FLASH**

7. **Hospitality/Entertain/Other Columns**

   a. Use these columns for expenses such as licenses, books, memberships, conference registrations, etc.

8. **Related Expenses (UMN ONLY)**

   a. If there are related expenses that have already been paid by the university, indicate how it was paid in this box. If you do not know the document number, please provide an approximate date, how it was paid and the amount. This helps us ensure payment is not duplicated nor missed. It can also help us find the chartstring, which is required and will be covered next.

9. **Chartfield String**

   a. The University uses a mechanism called a chartfield string to classify financial transactions.
   b. If you do not know the numerical string, a description of where the expense should be charged is required in the **REQUIRED** justification box, i.e. Dr. Gopher’s ABE, Department Covered, standard operating, etc.

10. **Signatures**

    a. Print the form and obtain appropriate signatures. Signatures are required and cannot be digital or stamped. Failure to do this will result in delay of processing.
**Employee Expense Worksheet**

*Required*

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Name</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
<td>City/State/Zip</td>
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</tbody>
</table>

**Travel Destination(s)/Purchase Location(s):**

**Travel Times (AM/PM):**

- Depart:
- Return:

**Travel/Purchase Date(s) MM/DD/YY:**

- From:
- To:

**Date MM/DD/YY**

<table>
<thead>
<tr>
<th>Description/Business Justification</th>
<th>V if Required Receipt is Missing</th>
<th>Transportation</th>
<th>Lodging Meal Per Diem (includes incidentals)</th>
<th>$ Amount</th>
<th>Hospitality/Grp Meals</th>
<th>Other</th>
<th>Totals $</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Miles</td>
<td>Rate*</td>
<td>Mileage</td>
<td>Taxi, etc.</td>
<td>Airfare</td>
<td>RM &amp; Tax</td>
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*Totals* -

**Required when applicable** - RELATED EXPENSES PREVIOUSLY PAID BY THE UNIVERSITY

- Paid by: PCard Voucher Reimbursed
- Document #: Date Paid Amount

- Paid by: Airfare
- Conf. Registration:
- Hotel:
- Other:

**Additional Page(s) Total:** $ -

**Total Amount to be Reimbursed:** $ -

**My Signature Certifies:**

- I have paid the amounts claimed and am entitled to reimbursement according to policy.
- The listed expenses are legitimate and allowable business expenses.
- I am not requesting reimbursement for expenses charged to the Procurement Card or expenses that have been or will be reimbursed by other sources.

**Signature of Payee & Date (required)** see UM1612i in the Forms Library

**Authorized Signature & Date (required)** see UM1612i in the Forms Library

**Helpful Links:**

- http://travel.umn.edu/
- http://www.qsa.gov/portal/category/21287
- https://aoprals.state.gov/web920/per_diem.asp
- http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL.html
- http://www.oanda.com/currency/converter/
Expense reimbursement requests must conform to corporate policy, which can be found in the Finance section of the reSource policy library. Checks will be mailed to address listed. Incomplete forms including missing backup will be returned to requester. Please call the Accounts Payable Department at (612) 884-0699 with any questions.

<table>
<thead>
<tr>
<th>Date*</th>
<th>Description</th>
<th>Account #</th>
<th>Travel</th>
<th>Lodging</th>
<th>Per Diem**</th>
<th>Transport</th>
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* Expense reports should be completed within 60 days of the expense occurance.
** The first and last days of travel will be reimbursed at 75% of the per diem rate.

Submit Completed forms to:
Accounts Payable Department
720 Washington Ave SE, Suite 200
Minneapolis, MN 55414
Fax Number: (612) 884-0990

Employee Signature
Date

Supervisor Signature
Date

Supervisor Printed Name