

INSTRUCTIONS

GENERAL:

- A. All expenses must be clearly and correctly described and represent money actually expended on behalf of the College.
- B. The substitution of an item of expense not actually incurred, for another expense which was incurred is prohibited.
- C. Prepare expense reports legibly. Alterations must be initialed.
- D. Attach **original receipts** for any expenditures of \$10.00 or more. Statements or photocopies are not to be used.
- E. Unusual items must be fully explained. Do not use the terms "incidentals" or "miscellaneous".
- F. Cash advances must be settled promptly.
- G. All expenses incurred should be broken out by day.
- H. College paid expenses related to the trip or grant should be deducted in the summary section. Gifts - describe the gift, the reason and the recipient.

TRANSPORTATION:

- A. Always show actual dates of departure and return.
- B. Personal car - include the names of any other College employees traveling as passengers. The minimum acceptable insurance coverage is combined single limit of \$100,000.
- C. Fees for checking and handling luggage should be included in "Other" expenses.
- D. Tips for taxi drivers should be included with Taxi fare.

LIVING EXPENSES:

- A. Hotel receipts must always be attached.
- B. Receipts for meals should be attached whenever possible.
- C. Per Diem should be included in "Other". Attach receipts.
- D. Tips to waiters should be included in the cost of the meal.

BUSINESS MEALS:

In addition to the date and amount, describe the names and affiliation of persons in attendance and purpose.

UNALLOWABLE EXPENSES:

- A. Personal entertainment...movies, sporting events, etc.
- B. Purchase of clothing or toiletries, barber/hair salon, shoeshine, laundry and valet charges for trips less than one week in duration, etc.
- C. Travel to and from work.
- D. Travel or personal property insurance.
- E. Cost of personal credit cards.
- F. Loss of personal property or funds.
- G. Parking or traffic violation fines.
- H. Damage to personal car or property.
Excess costs of side trips for personal reasons.
- J. Maintenance or repair of personal property while away on College business.
- K. Child care expenses while away on College business.
- L. Living expenses applicable to days by which the trip is extended for personal reasons.
- M. Spousal expenses incurred while accompanying employee on College business.