INSTRUCTIONS-WEEKLY EXPENSE REPORT

1.) EMPLOYEE NAME-Print your name
2.) EMPLOYEE SIGNATURE-Sign your name
3.) APPROVAL SIGNATURE-Must be signed by your Department Chair or Director. If you are a Department Chair, Director or Administrative Council Member it must be signed by your immediate supervisor. All Expense Reports must be appropriately approved before reimbursement can be issued.
4.) WEEK ENDING DATE-Enter the week ending date. For our purposes this occurs on a Sunday.
5.) EMPLOYEE TELEPHONE #-Enter your entire telephone number not just the extension.
6.) DEPARTMENT CODE-Enter your three digit Department Code
7.) DATE-Enter the date for each day of the week when you incurred expenses.
8.) PLACE-Enter the city the expenses occurred.
9.) TRANSPORTATION-Enter expense incurred for airfare or railroad. If you were on a business trip for three days, this expense should be distributed equally over those days incurred.
10.) MEALS-Enter your expense for breakfast, lunch and dinner.
11.) ENTERTAINMENT-Enter expenses for all business meals. Be sure to complete the Entertainment section below. Include the date and amount. Also was the expense for breakfast, lunch or dinner? Include the name of the establishment, names of all attendees and the purpose of discussion.
12.) AUTO RENTAL & GAS-Enter expense amount for rental car and gas or taxi
13.) AUTO-Enter expenses incurred for tolls, mileage and parking
14.) SUPPLIES-Enter expenses for supplies purchased. This should be used for emergencies only. All supplies should be purchased through the Business Office or the Purchasing Department.
15.) MISCELLANEOUS-Enter amounts for expenses which cannot be distributed in above categories.
16.) TOTAL EMPLOYEE-Enter the daily totals by day of the week and the weekly total by expense type.
17.) PURPOSE OF TRAVEL-Enter the reason for this particular business trip.
18.) SUPPLIES & MISCELLANEOUS-Enter the reason for purchasing these expenses.
19.) ENTERTAINMENT-Enter expenses for all business meals. Be sure to include the date and amount, also was the expense for breakfast, lunch or dinner? Include the name of establishment, names of all attendees and the purpose of discussion.
20.) ACCOUNT PAYABLE-This is for the Business Office use only
21.) Description-These the categories of expenses.
22.) Department Codes-Enter Department Codes by expense line item, this total must equal the total above.