

## 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/>

For questions please contact Marvin Guzman: 951-785-2112 or [mguzman@laiserra.edu](mailto:mguzman@laiserra.edu)