

Employee Expense Report

University of San Diego Office of Accounts Payable

1. Employee/Payee Information

Employee/Payee Name:	Ext:	USD Email:
Prepared by (if not prepared by Payee):	Ext:	USD Email:
Payment Type:		Today's Date:

2. General Description of Expense Report

Please provide a general description of the expense report here. You may include a business purpose that adequately describes the expense as a necessary, reasonable and appropriate business expense for the university. A Business Purpose should answer five basic questions: 1) Who was involved? 2) What activity was performed? 3) Why was the activity done and how did it benefit USD? 4) When did the activity occur? 5) Where did the activity take place?

3. Approvals - I certify that the expense(s) itemized herein have been reviewed and are accurate, allowable and an appropriate expenditure(s). It is within my budgetary authority to approve the expense(s).

Employee/Payee

Print Name: _____ Signature: _____ Date: _____

Budget Administrator

Print Name: _____ Signature: _____ Date: _____

Supervisor

Print Name: _____ Signature: _____ Date: _____

Grants & Contracts Accounting (if applicable)

Print Name: _____ Signature: _____ Date: _____

4. Office of Accounts Payable Use Only

AP Reviewed & Approved: Initials: Date Approved:	Date Stamp - Received	
Emailed (questions/concerns):		
Paid Via Direct Deposit (ACH):		
ACH Confirmation #:		
Exception to Policy Procedure:		
Total Owed to Payee:	Pay T&E Card:	Expense Report Total:

Expense Report Instructions

- 1) To receive reimbursement for expenses, the employee must prove the expenses were incurred, and that they were incurred in connection with a business purpose
 - 2) Fill out the Funding POETS
 - 3) Complete the Funding Expense Details, either grouped or itemized expenses
 - 4) Grand Total will calculate automatically. If T&E card should be paid, type in amount to be paid into the "Pay T&E Card" box
- *Please attach original documentary evidence such as: itemized receipts; credit card charge statements; or a copy of the front and back of canceled check. All documentation should be attached in sequential order (per #).

5. Funding – POETS (If more than one POETS, indicate (1) or (2) in "Description of Expense Field Below")

(1) Project:	(2) Project:
(1) Organization:	(2) Organization:
(1) Task:	(2) Task:
(1) Source:	(2) Source:

6. Funding - Expense Details

#	Date	Merchant	Description of Expense & (1)/(2)	Expenditure Type	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

7. Totals and Payments

Total Owed to Payee:	Pay T&E Card:	Expense Report Total:
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