SIMMONS UNIVERSITY NON-TRAVEL RELATED EXPENSE FORM

Name _____ Dept. _____

Simmons ID# _____ Purpose of Expense _____

Note cost center and related worktags here:_____

EXPENSES			
Date	Expense Item	Spend Category	Amount

APPROVALS		☐ ☐	
Signature	Date	HOME ADDRESS:	
Authorized Signature	Date	Total Expense	
Authorized (Print Name)	Date	Less Advance	
Cash Received By	Date	Total Expenses	

See guidelines below
Reimbursements of $100 or less can be issued at the Cashier's Window (W207)

Guidelines for Reimbursement of Non-Travel Related Expenses

1. Food expenses not related to business travel (i. e. lunches, food for meeting, etc) should be expensed on this form.
2. It is recommended to use a purchase order or purchasing card when placing orders on behalf of the College.
3. Bottle deposits and sales taxes are NOT reimbursable expenditures.
4. Original itemized receipts are required for all expenses to be reimbursed.
5. Reimbursements should be submitted on this form within 10 days of purchase.
6. Cost center manager's or supervisor's signature must be on this form.
7. Check payments are mailed.
8. Incomplete forms, illegible forms, missing documentation or forms with unauthorized signatures will be returned and a delay in the reimbursement will occur.
9. "Related worktags" refers to additional Workday tags necessary to charge the proper cost center: these could be program, gift, grant, and/or additional worktags.
10. Form is primarily for use by persons not employed by Simmons University but can be used by employees seeking reimbursement at the Cashier's Window - W207 ($100 or less).