



Employee Request for Expense Reimbursement

This request must be filled out in its entirety. Any missing information may result in delayed payment. Requests should be turned into Accounts Payable on Tuesdays by 5:00 p.m. with all approvals to be processed for the following Friday.

Name (please print): _____ Date: _____

Address or Campus Mail Address (required): _____

Date	Transportation: Enter use of personal car, showing miles driven at approved rate. Also, include cost of air, train, and bus tickets, limousine service, taxis and all public transportation. Show dates and destinations.	# of miles	Amount
Account Number:		Subtotal:	
Meals & Lodging: Enter cost of hotels or motels with receipts & cost of meals while out of town on school business. Show dates, numbers of breakfasts, lunches, & dinners, but only total money for meals including tips. Please be reminded Tusculum University doesn't reimburse for alcoholic beverages			Amount
Account Number:		Subtotal:	
All other reimbursable expense: Enter here full details (attach any receipts) of all other expense paid by you for which you request reimbursement, such as: entertainment of school guests, telephone, items chargeable to school business, etc.			Amount
Account Number:		Subtotal:	
		Total:	

Approvals:

Originator _____ Division Director _____

Vice President _____ Office of Finance _____

President _____
(if over \$5,000)