

INSTRUCTIONS FOR COMPLETING THE TRAVEL EXPENSE REPORT

There are several offices, such as Admissions, Development, Athletics who use a unique travel expense form. This form is not intended to replace the specialized forms developed for those offices, but has been developed for general use. Please include all OBU purchasing card charges, advances, prepaid items, and any other expenses associated with the trip on the travel expense report. **PERSONAL EXPENSES SHOULD NOT BE LISTED ON THE TRAVEL EXPENSE REPORT.** The travel expense report should be a complete accounting of the trip. Only one travel expense report should be submitted even if funding is coming from different departmental budgets.

The Travel Reimbursement Cycle:

1. If a travel advance is warranted, a check request is completed and the cash advance is issued against the staff person's travel account (associated with his ID number). Travel advances may be issued 30 days prior to the trip.
2. Trip expenses may be paid with the cash advance, a University purchasing card, or a staff person's personal cash.
3. A travel expense report must be filed within 2 weeks of the return of the staff person. The travel expense report is available on the OBU website. It should be completed online and printed for approval and submission.

Completing the Travel Expense Report

1. Complete the staff name, **ID#**, date of trip, purpose of trip and location.
2. Fill in the beginning and ending date (mm/dd) of the trip.
3. Fill in the individual dates of the trip in the space above the days of the week.
4. Complete the daily expense items. Please note that meal receipts must include the date, time, names of all persons involved in the purchase, and a brief description of the business purpose of the purchase. Properly documented receipts provide evidence that allows the University to utilize a reimbursement plan not taxable to the employee under IRS regulations. The electronic copy of the form will automatically total both rows and columns. They should total to the same number.
5. Enter in the number of miles traveled in your personal vehicle as miles. The totals will calculate as dollar amounts.
6. Less Prepays – Any items paid directly by OBU prior to the trip, such as registration fees or items charged directly to an OBU budget such as OBU vehicle charges, should be listed in the box titled "Itemized Prepays". That total will automatically appear in the "Less Prepays" box at the bottom of the "Trip Totals" column. Note this does not include travel advances issued to an employee prior to the trip.
7. Less Pcard Charges - This section is for OBU purchasing card transactions **only**. These items should be included in the top portion of the expense report as well as the box on the middle left part of the form titled "Itemized Pcard Charges". The total will automatically appear in the

“Less OBU Pcard Charges” box at the bottom of the “Trip Totals” column. Personal credit card charges should not appear in this box but should be listed in the top section with the other expenses. Please note that your itemized purchasing card receipts should be retained by the employee to be submitted with the monthly purchasing card statement.

8. **Less Trip Advance** – Any travel advance issued prior to the trip must appear in this box. Otherwise, it will not be cleared from your personal travel account and will have to be repaid.
9. The electronic copy will calculate “expenses paid by employee” and “due employee (or OBU)”. Please check this to be sure that the amount is correct. Any additional explanations that need to be made can be entered in the “Description of Unusual Expenses” box.
10. The employee must sign the expense report in the designated area.
11. Faculty Development and Department heads should complete the approved amount, account number and put their initials for approval in the horizontal box in the section near the bottom of the form. The expense forms must be approved by the respective departmental budget managers (ie. Department Head and/or Faculty Development) before they arrive at the Business Office.
12. The very bottom box of the form is for Business Office use.
13. Attach all itemized receipts to the expense report. Any expenses not substantiated with an itemized receipt require completion of a missing receipt affidavit.
14. If the trip encompassed more than one week, a second page may need to be completed.

International Travel

1. Complete in US dollars.
2. Include exchange rate receipts so the conversion into US dollars can be verified.
3. Write the US dollar amount on each receipt.