

## EMPLOYEE EXPENSE AND REIMBURSEMENT FORM (1-09)

### PURPOSE OF FORM

- The Employee Expense and Reimbursement form (EER) is to be filled out for ANY expense incurred by an employee.
- Expenses other than tips must have original receipts (taxi, tolls, parking, etc.); tips must be explained (why was the tip given, when and to whom).

### DOCUMENTATION

- Receipts - Must be original
- Meals - Maximum \$40/day with receipts; flat \$25/day without receipts
- One (1) phone call or internet connection will be paid up to \$10/day; charge must be listed on the hotel bill
- If it is not practical to obtain receipts, you must provide a DETAILED explanation of WHEN, WHERE, and for WHAT PURPOSE the expense was incurred. Example: tolls, metered parking, and public bus.
- If a personal check is written, you must provide a signed original receipt from the company (on company stationary) that states PAID; or a copy of your cancelled check - front and back. If the item is charged to a personal credit card and you do NOT have original receipts, you must provide the credit card statement with the charge listed

### MILEAGE

When using a personal vehicle please provide a **MAP QUEST** for mileage from home to UDM, and mileage from the starting point of your trip to your destination. When calculating mileage be sure to deduct the normal mileage from home to UDM (Example: from home to UDM is 50 miles; from home to a business destination is 60 miles; the mileage charged to the university is 10 miles)

### APPROVALS

A person cannot sign for his/her or their manager's expenses - the EER form must go to the next level for approval. Approval Levels:

President	\$50,000+
Vice President	\$10,000+ - \$50,000
AVP, Deans, Directors who report to a VP	\$2,500+ - \$10,000
All other users who report to \$10,000 approvers	Up to \$2,500

### OTHER

- Please attach receipts and other pertinent information to the EER form with a STAPLE (not paper clipped)
- Please check that all amounts listed on the EER form are correct; the addition is correct; and everything agrees with what is written on the EER form
- Please make sure the correct FOAP number is listed
- Vendor numbers start with a "T" - Include the full name and address of the employee

**DO NOT PAY FOR SERVICES TO AN INDIVIDUAL WITH A PERSONAL CHECK OR CREDIT CARD** - these must be paid via an invoice through Accounts Payable (993.1261)

Forms can be found on Purchasing's site: [www.udmercy.edu/purchasing/](http://www.udmercy.edu/purchasing/) under forms

