

## Business Expense and \ or Travel Report

**Purpose:** This form is designed to document business expense for University staff, students and invited guests and to request reimbursement for business expenses. The form is for travel related expenses (section D-1) *AND* other business expenses (section D-2). (Note: consultants should submit their expenses as part of their invoice which is attached to a Non-Employee Payment Form)

**Completing the form:** The form is designed to be completed using Excel, but can be printed and completed by hand. Use the <Tab> key to navigate between fields that are open for input. We strongly recommend that you use the form directly from our web site to ensure you are using the most recently updated form.

Once completed, attach all required receipts, obtain the proper approvals and submit to Accounts Payable, MS 110.

### Page 1: Section D-1 Overnight Travel Expenses

Provide details for all expenses associated with overnight travel including those expenses paid for in advance (e.g. airfare via Navigant or pCard) and all out of pocket expenses which are being requested for reimbursement.

For miscellaneous expenses and mileage in personal car, please provide detailed information. The explanation for mileage should include point of origin and destination and date of travel.

For more details about allowable expenses, please refer to the Travel Policy:

[www.brandeis.edu/financialaffairs/policies/](http://www.brandeis.edu/financialaffairs/policies/)

### Page 1: Section D-2 Business Expenses

In order for Brandeis to exclude reimbursed business expense from employee's income, the employee must have adequately substantiated such expense. At a minimum, all reimbursement requests must document the details below. Reimbursement with an incomplete or vague business purpose will be returned to the employee for re-work.

A details business purpose explanation includes:

1. Who incurred the expense?
2. When? Provide dates of travel, activity or purchase at the top of page 1.
3. What was the type of event, activity or purchase?
4. Where the event or activity took place?
5. Why is it needed? Provide the business reason on page 2 on the Business Purpose Line.

For more details about allowable expenses, please refer to the Business Expense Policy:

[www.brandeis.edu/financialaffairs/policies/](http://www.brandeis.edu/financialaffairs/policies/)

### Page 1: Section D-3 Settlement

This section will automatically complete based on amounts entered in sections D-1(b) and/or D-2. **If you received an advance, you must enter the amount here as a negative number.**

If section D-1 was not at all completed (no overnight travel occurred) and the total of section D-2 (business expenses) is less than \$100 you may find it more convenient to be reimbursed by petty cash.

### Page 2: Report Summary

If you use excel to complete page 1, many of the fields will automatically update on page 2. Fields which must be completed are:

Name (enter on page 1)

Classification: indicate if the individual being reimbursed is faculty, staff, student or invited guest by checking the appropriate button at the top of page 2.

Chart String to be charged

Mailing instructions (also see 'Mailing of checks' below)

Dates and time of departure and return (if overnight travel)

## Business Purpose

Detail here the reason (why) this is a legitimate business expense that Brandeis University should pay for. In order for Brandeis to exclude reimbursed business expense from employee's income, the employee must have adequately substantiated such expense. Reimbursement with an incomplete or vague business purpose will be returned to the employee for re-work.

## Approvals and Signatures

The person who incurred the expense and asking for reimbursement must sign the form. Obtain the proper approvals. Minimum approvals are the immediate supervisor of the person being reimbursed, and the Principal Investigator of the grant or contract (if the expenses are being charged to a grant or contract). Additional approvals are required for certain types of expenses. Refer to the University Travel and Business Expense Policies for guidance on approvals (see link below).

Accounts Payable will not process expense reports missing these signatures.

## Mailing of checks

Our policy is to mail checks to employees and students to their campus address (department mail stop or student mail box) via campus mail. Checks to invited guests will be mailed via US postal service to their 'remittance to' address. If an exception is warranted please explain on the form or coordinate with Accounts Payable.

[www.brandeis.edu/financialaffairs/policies/](http://www.brandeis.edu/financialaffairs/policies/)