

Reimbursement Request

The reimbursement request form is used for reimbursement of personal expenses incurred by Pacific University staff, faculty and students only. Allowable expenses include parking, mileage, travel, meals, minor supplies, and business related telephone charges. **Original receipts** are required (except for mileage). Payment of dues, fees, registrations, and subscriptions should be processed on a Check Request Form.

- Meal and/or food receipts submitted for reimbursement must detail: meeting type (breakfast/lunch/dinner), persons attending, purpose of meeting, vendor name and amount.
- Payment for services may not be reimbursed due to possible tax reporting issues (ie: transcription service, modeling, equipment repair, etc). Check with the Business Office prior to making payments.
- Requests for lodging reimbursements must be accompanied by a detail receipt showing separate amounts for charges such as lodging, meals, and telephone calls.
- Meal receipts for travel are not required if the per diem rate is used. Check with the department for the established department rate. Per diem rates may not exceed the federal per diem rate.
- Mileage reimbursement for personal vehicle used for business mileage is 57.5¢ per mile (effective 1/1/15). Gas receipts will only be reimbursed for small equipment or rental vehicles.
- An individual may not approve their own reimbursement. A supervisor and/or dean's signature is required.

Specific instructions:

1. **BUSINESS OFFICE USE ONLY**
2. **ID #:** enter your Boxer ID#/Vendor ID # This is required to ensure the correct person is selected (ie: there may be multiple John Smith in the system).
3. **PAYABLE TO:** Payee/Name to appear on check
4. **DATE:** enter the date of the request.
5. **Address:** Enter the address of the payee (it is required for the check to be mailed out). Note: We cannot send checks to UC Boxes. If check is to be held for pick up, write the department/or person's name that will be picking it up.
6. **DATE REQUIRED:** Enter the date required or "next check run". (Reimbursement requests received by Monday at 5:00pm will be paid on Thursday of the same week, and can be picked up after 2:30pm).
7. **DESCRIPTION:** Enter a brief description of what the reimbursement is for (who, what, where, etc).

8. **MAIL TO ADDRESS:** Put an “X” here if you want the check mailed directly by Accounts Payable or fill in “HOLD/NAME” below that field.
9. **HOLD/NAME:** Put an “X” here if you want Accounts payable to hold the check for you to pick up. If someone other than the payee will be picking up the check, write that person’s name here.
10. **DIRECT DEPOSIT:** Sign up via BoxerOnline/WebAdvisor (this is different than Direct Deposit for payroll checks). If you want a paper check to take to the bank cross through DIRECT DEPOSIT and write PAPER.
11. **ACCT. #:** Fill in the account number(s) the expense is to be charged to.
12. **DATE:** Fill in the date the expense occurred/receipt date.
13. **ITEM:** Enter a detailed description of what was purchased. (List each receipt/invoice separately). Note: There is add’l space for listing expenses on the back side of the page.
14. **AMOUNT:** Enter the amount claimed for each receipt/invoice.
15. **MILES @ 57.5¢ per mile:** For mileage reimbursement, enter the total miles traveled and fill in amount of dollars in the amount column to the right. If you have several trips/days to be reimbursed, detail each day/trip.
16. **SUB-TOTAL (Above):** Enter the total expenses for the front side of the Reimbursement Request.
17. **SUB-TOTAL (Page 2):** Enter the total expenses listed on the back side of the form.
18. **TOTAL EXPENDED:** Enter the total expenses for the Reimbursement Request.
19. **LESS AMOUNT ADVANCED:** If you received an advance for your expenses, fill in this section with advance check number, date and amount.
20. **BALANCE DUE PAYEE/DUE PACIFIC:** Enter the total due payee- if you received an advance check, deduct the amount of the advance from your expenses. If your expenses were higher than the advance, circle “BALANCE DUE PAYEE” and enter the amount. If your expenses were less than the advance, circle “DUE PACIFIC” and enter the amount. If the amount is due Pacific, submit the payment back to Pacific University (as cash or check) along with the Reimbursement Request Form.
21. **DATE and SIGNED:** Date the request the day you complete & sign it. Be sure to sign the request, as this certifies that the claim is true and correct; that no part thereof has been previously claimed or will be claimed from any other source.
22. **APPROVING PAYMENT:** Have the Reimbursement Request signed by the approved Budget Authority or signer for the account numbers you are charging the expense to.