

Completing a Travel & Entertainment Form

Common Questions

Who can be paid through this form?	WFU faculty, staff, students and external payees (independent contractors)
When should this form be used?	To request reimbursement of expenses while: <ul style="list-style-type: none"> traveling on University business (if travel is for the benefit of the student, you should use the Student Disbursement Form) entertaining at University business events dining locally for University business
What should not be listed on this form?	<ul style="list-style-type: none"> Non-travel related expenses (i.e. supplies, service / rental contracts, and travel related to a contract that is billed on a supplier's invoice, etc.) <ul style="list-style-type: none"> <i>Use the Expenditure Voucher form for these expenses</i> Student travel where the travel benefits the student more than it benefits WFU <ul style="list-style-type: none"> <i>Use the Student Disbursement Form</i> Transactions paid with the University Pcard (not an out of pocket expense)
Where should I send my completed form?	<ul style="list-style-type: none"> For reimbursements greater than \$25, send to Accounts Payable for a check to be processed For reimbursements less than \$25, take the completed form to the Cashier's window in Reynolda Hall, Room 107, to receive a cash reimbursement <ul style="list-style-type: none"> Students should take their student id

How to Complete the Form

Please complete the applicable information on the form, as outlined in the following table.

Page 1	<ul style="list-style-type: none"> Name of individual to be reimbursed
	<ul style="list-style-type: none"> Address to which check should be mailed <ul style="list-style-type: none"> employee reimbursement checks cannot be sent to departmental mail boxes
	<ul style="list-style-type: none"> ID Numbers <ul style="list-style-type: none"> Students & employees should provide their WFU ID # Non-WFU individuals should provide their Tax ID number

Financial Services

Quick Guide Library

finance.wfu.edu

Responsible Unit:

Accounts Payable

Additional Assistance:

ap@wfu.edu

What is it?

This is a guide to assist faculty, staff, students and independent contractors in understanding when to use the Travel and Entertainment voucher as well as how to complete the form.

Why it is Necessary

To provide prompt reimbursement of out-of-pocket expenses relating to University travel.

Page 1 (cont.)	<ul style="list-style-type: none"> • Destination of travel – city, state, and country (if travelling internationally)
	<ul style="list-style-type: none"> • Reason for trip – name of conference, seminar or workshop. <ul style="list-style-type: none"> ○ If there is another reason for the trip, list the complete business purpose under “Other”.
	<ul style="list-style-type: none"> • Trip/Event dates
	<ul style="list-style-type: none"> • Expense listing <ul style="list-style-type: none"> ○ All expenses, separated into the correct categories on the correct dates, to ensure proper coding
	<ul style="list-style-type: none"> • Deduct any advance received or any prepaid funds in the proper fields before determining the amount due to the individual
	<ul style="list-style-type: none"> • Accounting Code summary: <ul style="list-style-type: none"> ○ Include proper fund, department, account, and if applicable, activity code ○ Use multiple lines for multiple funding sources
	<ul style="list-style-type: none"> • Signatures <ul style="list-style-type: none"> ○ Printed name and signature of person requesting reimbursement ○ Authorized approver(s)
Page 2	<ul style="list-style-type: none"> • Mileage detail <ul style="list-style-type: none"> ○ Trips must be listed individually ○ Enter to and from destination on appropriate day ○ Form will calculate reimbursement automatically and add to the total on page 1 of the form
	<ul style="list-style-type: none"> • Explanation of Expenses <ul style="list-style-type: none"> ○ For meals, entertainment or other expenses ○ List any individuals other than the person reimbursed whose expenses are included, along with their relationship to the University ○ Business purpose should explain the need for the meal or other entertainment ○ Explanation of any expenses listed as “other” on page 1 must be detailed in the business purpose column

Related Information:

Travel Receipt Quick Guide

Business Purpose Quick Guide