## Submitting Expense Reimbursements

### Required Information Elements to Include

| Receipts | • Regardless of transaction type, all receipts must include:
|          |   o Transaction Date
|          |   o Merchant/Supplier Name
|          |   o Detail of items purchased or services provided
|          |   o Form of payment used (e.g., cash, check, or credit card)
|          |   o Amount
|          |   o Proof of Payment
|          | • Receipts should be submitted as a reimbursement request and should be attached to the appropriate form
|          | • Both detailed and summary receipts are required
|          | • Refer to the Business Expense Receipt Quick Guide for more information

### Approvals

| Approvals | Appropriate approval signatures are required prior to payment.

### Proof of Payment

| Proof of Payment | This should be a credit card statement or invoice showing a zero balance with limited credit card number information.

**NOTE:** All receipts for University Pcard transactions should be submitted with the printed Pcard statement and not as a reimbursement request.

### Documentation Due Dates

For timely reimbursement by Accounts Payable, please provide documentation by the due dates listed below.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Travel Documentation</strong></td>
<td>• Due 60 days from date expense is incurred or 30 days from date of return from travel, whichever is later.</td>
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</table>
| **Non-Travel Documentation**    | • Includes local meals
|                                 | • Due 60 days from date expense is incurred.                               |
| **Personal Credit Card Expense**| • Due 60 days from date expense is incurred or 30 days from date of return from travel, whichever is later.
|                                 | • Should be submitted with the appropriate form:
|                                 |   o For travel expenses - The Travel & Entertainment form
|                                 |   o For non-travel expenses - The Expenditure Voucher form

### What is it?

This is a list of required elements and due dates based on the document type when submitting a reimbursement request.

### Why it is Necessary

The items listed are necessary to:

- Provide your reimbursement in a timely fashion.
- Reduce follow-up time by AP staff for gathering missing or incomplete information.
- Potentially expedite the payment process.
- Reduce or eliminate fees charged to your department for late payment.

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**Financial Services**

**Quick Guide Library**

finance.wfu.edu

**Responsible Unit:**

Accounts Payable

**Additional Assistance:**

ap@wfu.edu

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