Travel-Related Expenses

- Use the Travel & Entertainment Expense Form found on finance.wfu.edu
- Travel & Entertainment Expense Form Quick Guide

Receiving a Reimbursement

1. Choose correct form
2. Add complete business purpose
3. Sign & attach appropriate documentation
4. Obtain approvals

Non-Travel Expenses

- Use the Expenditure Voucher Form found on finance.wfu.edu
- Expenditure Voucher Quick Guide

Is your reimbursement total less than or greater than $50.00?

Less than $50
Take it to the cashier’s window to receive a cash reimbursement.

More than $50
Send to Accounts Payable to receive reimbursement by check.

Additional Resources:
- Business Purpose Quick Guide to assist in providing a complete business purpose.
- Submitting a Reimbursement Quick Guide to provide guidance in providing proper documentation.