



St. Norbert College
Instructions for Travel Reimbursement/Advance
Request Form

Name: Enter requestor's name.

Campus ID: Enter requestor's campus ID number.

Advance Request: Check the Advance Request box if requesting an advance.

Date: Enter date of travel (mm/dd/yy).

Description / Explanation / Purpose: Enter a description, explanation or purpose. Reimbursement requests for entertainment or hospitality expenses must include a description of the business purpose and names/titles of those being entertained. For an Advance Request, clearly indicate ADVANCE REQUEST and any other relevant descriptive information regarding purpose. Detailed expense breakdown is optional for advance requests and it is acceptable to skip to the Amount Advanced line without completing amounts for miles, lodging, meals or other expenses.

Location:

From: Starting area of travel (name of city, town, or other designation).

To: Destination area of travel (name of city, town, or other designation).

Miles: Enter number of reimbursable miles.

Miles @ ¢ per mile: Enter the result of reimbursable miles times the current mileage reimbursement rate.

Lodging: Enter lodging amount.

Meals:

Breakfast: Enter breakfast amount.

Lunch: Enter lunch amount.

Dinner: Enter dinner amount.

Other Expenses: Items other than miles, lodging or meals for which a reimbursement or advance request is being made.

Amount: Enter amount relating to each itemized "Other Expense"

Item: Describe the item for which the reimbursement or advance is being requested.

Column Totals: Enter column totals.

Total Expenses: Enter the sum of the column totals.

Amount Advanced: If no advance is involved, leave blank. If this is an advance request, enter the requested advance amount. If this is a reimbursement request relating to a prior advance, enter the prior amount advanced.

Amount Due Employee: If no advance is involved, amount will equal the Total Expenses. If this is an advance request, amount will equal the advance request. If this is a reimbursement request relating to a prior advance, enter an amount only if the Total Expenses exceed the Amount Advanced. The amount will be the result of the Total Expenses less the Amount Advanced.

Amount Due College: Enter an amount only if this is a reimbursement request relating to a prior advance where the Advance Amount is greater than the Total Expenses. The amount would be the Amount Advanced less the Total Expenses. This amount must be returned to the College.

Description / Comment: Optional description field.

Fund Code: Enter a valid 6 digit Banner fund code.

Org Code: Enter a valid 6 digit Banner org code.

Account Code: Enter a 6 digit Banner account code.

Amount: Enter an amount to charge to the selected Fund/Org/Account combination.

Total Expenses: The sum of the above amounts associated with Banner coding.

Staff Signature and Date: Requestor must sign and date form.

Supervisory Approval: An appropriate supervisor must sign and date form as per the Travel Reimbursement Policy.