

## Travel Expense Reimbursement Form Instructions

1. The Travel Expense Reimbursement Form/Worksheet is designed to provide an easy input method for business expense receipts and non-receipted expenses, as well as providing a legible output for review/audit/entry for Colgate University's Accounts Payable system.
2. This form is excel based and contains a few comments and formulas that will calculate mileage, and totals. If paid on JP Morgan corporate card than simply delete the total in the Personal cash Credit card column. If you see a red corner on a cell, click on it with your mouse, it will give you further instructions to assist you in completing the form.
3. All fields are required to be completed and are indicated with a description.
4. Complete all sections, by clicking next to the description and type payee's name, (including middle initial) Employee ID, and Department that you are affiliated with. If the form is being filled out by someone other than the payee/employee, please indicate so. For destination, include all areas of travel. For business purpose, provide a detailed explanation for the reason of the expense. Use the start date of when the expenses began and the end date of event/travel. Remember to use the last date expenses were incurred.
5. All expenses incurred for the trip should be indicated on this form. Cash, personal credit card, and JP Morgan expenses. Include all receipts for the trip except the JP Morgan receipts. If you incurred expenses for the trip on your JP Morgan corporate card indicate all expenses incurred in the spaces provided.
6. **Lodging:** should be indicated in the space provided minus meals.
7. **Meals:** Employees have the option of choosing one of two options: (a) the per diem allowance; or (b) actual expenditure reimbursement. The per diem allowance is a daily rate that may be selected in lieu of submitting receipts. The actual expenses method requires the submission of receipts to support expenses claimed. If using per diem, please go to [Colgate University Travel Policy](#) for the allowance rates.
8. **Mileage:** Enter the miles traveled in the miles row. In the total column this will calculate the mileage for you. Please note also that all mileage will be coded to Account #387.
9. **Airfare:** Please also see [Colgate University Travel Policy](#) for further instruction. All airfare will be coded to Account# 386. If airfare is directly with BTI or AAA, please delete amount from this row. If you have paid for airfare on your personal card or JP Morgan it will appear in the subtotals.
10. **Foreign Currency:** If the expense or receipt was in a foreign currency, indicate the type of currency and enter the exchange for that date. Go to [www.oanda.com/convert/classic](http://www.oanda.com/convert/classic) to identify the appropriate exchange rate for the period of travel. One rate for each foreign currency can be used for all expenses of this trip. Enter the exchange rate identified on oanda.com and enter in the explanation space under other on the form.
11. **Sub Totals:** This row will subtotal all columns.
12. **Total Expenses for Trip:** This will include columns, JP Morgan and Personal cash/credit card expenses.
13. **Less Airfare BTI/AAA Direct -** . If airfare is directly with BTI or AAA, please delete amount from this row.
14. **Less JP Morgan -** This row will deduct the expenses from what the payee/employee is owed.
15. **Less Cash Advance –** This row will deduct any cash advances. Please enter the amount of your advance for this trip.
16. **Due to Employee:** This is the amount owed. Please delete amount if this is a negative number.
17. **Due from Employee:** This is the amount you owe. Please delete amount if this is a positive number.
18. **Approvals:** Employee/payee must sign in the signature space provided. It is a mandatory requirement for Department/Division Head approval signatures per the [Colgate University Travel Policy](#).
19. **Accounts Payable Accounting Distribution:** If employee/payee is owed then budget codes must be entered for amount due only. The chart on the bottom right is for accounting use only.