## UNIVERSITY of ROCHESTER
### EMPLOYEE EXPENSE REPORT

**PRINT NAME OF EMPLOYEE** (a)  |  **EMPLID** (b)  |  **DEPARTMENT**
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**PHONE NUMBER CONTACT FOR QUESTIONS** (c)

**DIRECT DEPOSIT**
- [ ] Account (see instructions for additional info) or, if none is set up, to your Payroll Direct Deposit account(s). If you do not have any direct deposit arrangements established in HRMS, a check will be mailed to your home.

**ADDRESS to RETURN DOCUMENTATION IF NEEDED** (BOX #)

<table>
<thead>
<tr>
<th>Date (d)</th>
<th>Destination/Location (From-to; if auto, mileage)</th>
<th>Transportation (f) (Advance Travel Tickets in top row)*</th>
<th>Lodging (g)</th>
<th>Meals (h) (Break down)</th>
<th>Other (i)</th>
<th>Totals</th>
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**ATTACH ORIGINAL RECEIPTS AND OTHER DOCUMENTATION FOR ALL EXPENSES**

<table>
<thead>
<tr>
<th>Description (20 Characters Max):</th>
<th>Company</th>
<th>Spend Category</th>
<th>FAO</th>
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<tbody>
<tr>
<td>CM</td>
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**TOTAL EXPENSE** (detailed above) $ -

**LESS TOTAL ADVANCES** (m): **SC62040 OP010145** $ -

**BALANCE DUE FROM UNIVERSITY** (n) $ -

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**Business Purpose/Explanation** (k):
Provide details for names of individuals seen, affiliations, what, where, when and why.

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Each signer certifies, to the best of their knowledge, that (a) the above expenditure is a valid University business expense, allowable to the accounts charged, fair, reasonable, and in the best interests of the University, (b) no conflict of interest exist per the University’s policies with respect to this expenditure, and (c) a written contract for expenditures exists for expenditures more than $25,000.

**Employee (print)**  |  **Employee Title**  |  **Phone**  |  **Employee Signature**  |  **Date**
--- | --- | --- | --- | ---

**Approver (print)**  |  **Approver Title**  |  **Phone**  |  **Approver Signature**  |  **Date**
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**2nd Approver (print)**  |  **2nd Approver Title**  |  **Phone**  |  **2nd Approver Signature**  |  **Date**
--- | --- | --- | --- | ---

Travel Policy and procedures:  [http://www.rochester.edu/adminfinance/finance/trvlpolicy.htm](http://www.rochester.edu/adminfinance/finance/trvlpolicy.htm)

Finance Use: ________
F-3 EMPLOYEE EXPENSE REPORT

Instructions

Include all information as requested:

a) Name, Department, and phone number of employee being reimbursed
b) (EMPLID) Employee Identification number

[ ] Direct Deposit box - check/x this box for direct deposit of the reimbursement
   Direct deposit arrangements specific for reimbursements can be established in
   HRMS: Self Service / Travel and Expense / T & E Direct Deposit Account

[ ] Check - check/x this box for a paper check reimbursement

c) Address - UR internal address to be used if forms/documentation need to be
   returned to the department.
   Phone number for AP to call if there are questions about the form/documentation

d) Dates of expense incurred
e) Destination/Location of where expense incurred
f) Transportation - Air, Rail, Mileage, etc.: the top of the 3 rows should only be
   used for F2 advance amounts
g) Lodging - deduct movies, gift shop purchases
h) Meals - Show breakdown of meals (receipts required for meals > $25)
i) Other business expenses - explain type such as taxi, registration, etc.
j) Description to be used in HRMS and first 7 digits to appear in ledger Ref #1 field.
k) Business Purpose/Explanation - Detailed explanation of expenses and business
   purposes should be provided for all expenses. Please attach additional pages
   with business purpose explanations if more space is needed.
l) Account(s) must be provided for payment.
m) Advances are to be deducted from total expenses. (i.e., advance airline tickets)
n) Balance due indicates the amount of payment to be reimbursed to employee.
o) Employee signature is required.
p) Countersignature of supervisor, department chairperson or senior administrator.
q) 3rd signature not always required.
   Dean or VP signature required for approval of parties or unusual expenses.

* Expense report should be completed within **fifteen days** of return from trip.
* Expense reports which include advances must be cleared or they will be added to
  employee's income via W-2.
* Expense reports requesting less than $300 reimbursement that **DO NOT include**
  travel advances may be submitted to the RC Bursar's Office, ESM Business
  Office ($50 limit), or SMH cashier's office for payment.
* Expenses for each trip should all be included on one expense report. Reports for
  out-of-town, overnight travel will be delayed if transportation or lodging expenses
  are not included.

Forward to: Accounts Payable
RC Box 278958

Brooks Landing Business Center
910 Genesee Street, Suite 200
Rochester, NY 14611