



## Expense Request Checklist

*Prior to submitting your request, please review the form to ensure you have included the following information:*

\_\_\_\_\_ Complete information in the description such as date, reason, address of event, the names of all persons if requesting reimbursement for more than one person, etc.

\_\_\_\_\_ Proof of Attendance: If you attended a meeting, workshop or conference, please attach the agenda, name badge, handout, copy of sign-in sheet, etc.

\_\_\_\_\_ Receipts: Please attach **original itemized receipts**, hotel folio, parking receipts, etc. The receipts should indicate the individual items that you are requesting reimbursement for. Tape all small receipts to a piece of blank paper, but please do not place the tape over any printed part of the receipt. (Meal receipts should show the items ordered.)

Please Note: *Gratuities and alcohol are not reimbursable.*

\_\_\_\_\_ Pre-Approval: Please attach a pre-approval form(s) for each person reimbursement is requested for, and obtain the appropriate signatures by your principal/dept head. This form should be dated prior to the expense.

\_\_\_\_\_ Account Number: Please provide the entire 26 digit account code.

\_\_\_\_\_ Make sure there are sufficient funds in the account number provided.

\_\_\_\_\_ All appropriate signatures are on the request form.