

Best Practices-Reimbursing with Expense

Use This Document For:

Best practices when reimbursing employees for travel and expenses

A. Before Budget Checking / Saving

1. Make sure you're payee information is correct
2. Confirm correct chartstring information.
 - a. Important: If paying expense to someone other than someone in your dept. make sure you change the chartstring to the department paying for the expense
3. If chartstring correct, confirm you have money in the budget through Commitment Control
4. If not enough funds, request a transfer and wait until Expense has a valid budget check before sending paperwork and receipts.

B. Pick appropriate *Expense Type* for the expense

1. Double check that the Expense Type and Amount are appropriate for the Expense.
 - a. Example: Choosing Expense Type: *General Office Supplies* for Membership and Dues

C. When to send paperwork directly to AP

1. You must include all original receipts taped to the second page of the printed Expense Sheet (Do not staple)
2. Do not mail until there is a Valid budget status and all approvals are complete. (including departmental and fund code approvals)