

# SABSC BC EMPLOYEE Payment Form

PRINT CLEARLY OR TYPE, SEE PAGE 2/BACK OF FORM FOR INSTRUCTIONS

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Chartstring Name (Required): \_\_\_\_\_ Department Name: \_\_\_\_\_

**Chartstring:**

<u>Dept ID</u>	<u>Fund</u>	<u>Fund Source</u>	<u>Program</u>	<u>Function</u>	<u>Property</u>	<u>Account (SABSC Use Only)</u>

Event Name: \_\_\_\_\_ Date of Expense: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \_\_\_\_\_

Detailed Description of Expense/Business Purpose (Attach ALL associated receipts): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Eagle ID Number: \_\_\_\_\_

**Authorized Approvals:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

----- *For SABSC Use Only* -----

Comments: \_\_\_\_\_

\_\_\_\_\_

Expense #: \_\_\_\_\_ Date: \_\_\_\_\_ Processed by: \_\_\_\_\_

## How to Ensure Effective Processing

### General Information

- This form is used to reimburse a BC Employee or for payment for services to a BC employee-- NOT for reimbursements to a BC student
- Fill out the Employee Payment Form completely and legibly. The form can be filled out online and printed
- The form must be signed by the appropriate signatories
- For your records, make a copy of all paperwork before submitting to the SABSC

### Required for Reimbursement

- Proof of Payment
  - If method of payment was cash, make a note that CASH was used
  - If a credit/debit card was used for payment, an itemized credit card receipt and showing method of payment (i.e. Visa, MasterCard, etc.) must be submitted
  - If the form of payment was a check, submit a copy of the front and back of the processed check
  - Indicate PARTIAL (in caps) in the description for partial payments
- Supporting Documentation
  - Original itemized receipt required for all payment requests
  - A list of attendees is required for food expenses greater than \$75 unless the number of attendees exceeds 25 individuals. If this is the case, make sure to write "more than 25 attendees" on the paperwork
  - Proof of travel is required; For example: boarding pass/ticket preferred
  - If being reimbursed for an Uber ride, the Uber receipt, a credit card receipt, and the map of the trip are all required
  - SABSC Travel Expense Report required for travel reimbursement requests
  - Internet Maps (Google Maps, MapQuest, etc.) required for mileage reimbursement
  - Currency conversion for all foreign travel is required. For currency conversion, the University recommends [www.oanda.com](http://www.oanda.com) for the rates at time of expense. When calculating the rate, please use the date the expense was incurred, print the Oanda page and submit with your Expense Report.

### Receipt Instructions

- Tape receipts on to a blank 8.5" x 11" sheet of paper. **PAPER CLIP** all receipts to the Employee Payment Form
- Circle the amount due on each receipt, total each sheet, and write the Page Total and Payee Name at the lower right hand corner of the sheet
- The total of the receipts page must match the total amount listed on the Employee Payment Form

### Checking on a Payment

- It can take 10 business days for a check to be processed through the University System if all forms are completed correctly and all appropriate supporting documentation is attached. Inaccurate/incomplete paperwork will hold up the process

- All employees are paid via direct deposit