

## Instructions for Completing the Employee Expense Worksheet (UM 1612)

Please note that parts of this form are password protected. You will only be able to input data where you are allowed, according to the protected settings.

### Employee Expense Worksheet (EEW)

Use the EEW to document expenses to be reimbursed (while the intended use is for employees; it can be used to facilitate reimbursement to nonemployees, if needed). Complete the EEW online. The form is programmed to automatically calculate the mileage rate, the total of each line, and the total of each page of the form. This form captures all information required by policy. If an alternative form is used, it must require equivalent data.

#### HEADER (Required)

1. **Employee ID:** Enter the employee ID number.
2. **Name:** Enter employee's name.
3. **Email:** Enter the employee's email address.
4. **Address:** Enter the employee's home address.
5. **City/State/Zip:** Enter the city, state, and zip of the employee's home address.
6. **Travel Destination, Purchase Location:** Enter the city, state where the employee traveled to.
7. **Travel Times (AM/PM):** Enter the departure and return times from and to home.
8. **Travel/Purchase Date:** Enter the appropriate travel or purchase dates. Use MM/DD/YY.
9. **Detailed Expense Justification:** Provide the 5 W's – who, what, where, when, and why – for the business justification. Only 5 lines of description will show when printed. If more room is needed for the justification, please attach an additional sheet.

#### OFFICE USE ONLY

1. **Expense Report Number:** The preparer can enter the expense report number assigned.
2. **Travel Authorization ID Number:** The preparer can enter the number of the travel authorization if one was processed in PS.
3. **Cash Advance ID Number:** The preparer can enter the number of the cash advance if one was processed in PS.

#### LINE DETAILS (Required)

1. **Date:** Use MM/DD/YY to enter the date for the expenses on the line.
2. **Detailed Description:** Use this field to describe expenses on this line that need more detail (ex. Hospitality, or Other). Only 2 lines of description will show when printed.
3. **Check if Required Receipt is Missing:** Employees are expected to provide all receipts that are required by policy. If a required receipt is missing, this box must be checked.
4. **Miles:** Enter the number of miles driven.
5. **Rate:** This defaults to the current IRS mileage reimbursement rate. This field can be changed if the mileage rate was different on the date of the travel.
6. **Mileage:** This will auto-calculate based on Miles multiplied by Rate.
7. **Other Transportation:** Enter any other transportation costs (car rental, taxi, bus, shuttle, etc.).
8. **Airfare:** Enter the airfare expense.
9. **Lodging:** Enter the lodging expense (room and tax only).
10. **Meal Per Diem:** Check the appropriate box that applies for the day.
11. **\$ Amount:** Enter the per diem dollar amount total for the box checked. Go to <http://www.gsa.gov/portal/category/21287> to find per diem rates.
12. **Hospitality/Group Meals:** Enter total of the hospitality or group meal (see justification requirements; [http://www.policy.umn.edu/Policies/Finance/Misc/HOSPITALITY\\_PROC01.html](http://www.policy.umn.edu/Policies/Finance/Misc/HOSPITALITY_PROC01.html)).

13. **Other:** This field can be used for expenses not covered in the other fields.
14. **Totals \$:** This will auto-calculate populate the field with the total all the amounts entered on this line.
15. **Additional Page(s) Total:** The totals from the additional pages will auto-calculate and populate this field.
16. **Total Amount to be Reimbursed:** This field will auto-calculate the sum of the page 1 total and the additional page(s) total.

**RELATED EXPENSES PREVIOUSLY PAID BY THE UNIVERSITY (Required when related business expenses have been previously paid for or reimbursed by the University)**

1. **Check the box to show how payment was made for:**
  - a. Airfare
  - b. Conference Registration
  - c. Hotel
  - d. Other
2. **Document Number:** Enter document or transaction numbers.
3. **Date Paid:** Enter the date the expenses were paid or reimbursed.
4. **Amount:** Enter the total amount of the prepaid expense.
5. **Total:** This field auto-calculates the total of all prepaid expenses.

**CHARTFIELDS (Required)**

1. Enter the chartfields to be charged for the reimbursement.
  - a. For non-sponsored accounts use the FUND, DEPTID, PROGRAM, and ACCOUNT and optional Fin EmplID C1, C2, if needed.
  - b. For sponsored accounts use the FUND, DEPTID, PCBU, PROJECT, ACTIVITY, and ACCOUNT (Fin EmplID, CF1, CF2, and CS if appropriate).
  - c. **Amount:** Enter the amount to be reimbursed for the chartfield string. This field will auto-populate with the **Total Amount to be Reimbursed**. The field is unlocked so that it can be changed to split the charges between different chartfields.

**SIGNATURES (Required)**

1. **Signature of Payee and Date:** If the payee is the preparer of this report in PeopleSoft, their electronic signature in EFS is sufficient. If not, the employee seeking reimbursement must sign the form.
2. **Authorized Signature and Date:** If the appropriate authorized signer does not apply an online approval of the reimbursement request in EFS, then the authorized signer's actual signature is required on the form.

Per the Travel policy (<http://policy.umn.edu/Policies/Finance/Travel/TRAVEL.html>), an authorized signer for travel is someone who has the authority to approve or deny payment of the travel expenses. Normally the authorized signer is one level senior to the traveler but it may be other person(s) in the department or unit who are not one level senior who have been delegated the authority to approve or deny travel expenses. Under no circumstances should the delegation of approval authority create a situation where an employee is approving the expenses of their supervisor.

**HELPFUL LINKS:**

- The first link is to the University of Minnesota Travel Services website.
- The second link is to the USGA Per Diem Rates Overview.
- The third link is to US Department of State Foreign Per Diem Rates.
- The fourth link is to the U of MN policy for Traveling on University Business.
- The fifth link is to an online currency converter.