TUSCULUM UNIVERSITY
ESTABLISHED 1794

Employee Expense Reimbursement Form

This form is for TU business expense only. It must be turned into Accounts Payable, within a five-day period after the expense is incurred. All itemized receipts & the approval from the Budget Mgr or Cabinet Member are required. It is encouraged to be submitted by email to Invoices@tusculum.edu after having all document scanned in ONE PDF file.
The payment is via ACH to the employee's payroll bank account. Missing information or late submission may result in delayed or disallowed reimbursement. Detailed guidelines can be accessed from the Financial Policies and Procedures Handbook, online https://www3.tusculum.edu/finance/. Please read through the instructions on the following page before submitting this form.

Name (Print) ______________________ Date ______________

Campus Mail Address
(required, if not submitted by email) ______________________________

Date	Transportation: Date and destination are required for all transportation cost.	Account Number	Amount

	For use of personal car, enter miles driven in below; the approved rate is $0.30/mile. The reimbursed amount will be calculated automatically if prepared electronically.	Account Number	# of miles	Amount $ 0.30
				$ 0.00
				$ 0.00
			Subtotal	$ 0.00

Date	Meals & Lodging: Enter detailed cost of hotel and meals. The purpose and name(s) of attendees should be listed on the itemized receipt for meals; tips are to be limited to 20%. Please be reminded TU doesn't reimburse for alcoholic beverages. Summary receipts are NOT accepted.	Account Number	Amount
		Subtotal	$ 0.00

Date	Enter details for all other business-related cost.	Account Number	Amount
		Subtotal	$ 0.00
		Grant Total	$ 0.00

Originator Signature Date

Approvals

Budget Manager ______________ Signature ______________ Date ______________

Cabinet Member ______________ Signature ______________ Date ______________

CFO ______________ Signature ______________ Date ______________

President ______________ Signature ______________ Date ______________
(if over $1,000)

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Instructions for Travel Expenses Reimbursements:

– Refer to the Financial Policies and Procedures Handbook for complete details, online https://www3.tusculum.edu/finance/

- Must be Reasonable.
- Must be fully documented.
- Must be submitted timely.
- Must be approved in advance by the Appropriate Cabinet Member.
- Use of first class, resort hotels and luxury restaurants, individual taxis to and from airport (unless no hotel shuttle is available), and items of like nature are usually considered to be in excess of normal business needs.
  Approved airfare is limited to coach fare with NO add-ons.
- Gratuities are to be limited to 20%.
- Detailed/itemized receipts are required. Include on each receipt purpose of expense, persons covered by expense, and Appropriate Activity associated with the expense (i.e. away game, TICUA Conference, etc.)
- Travel costs include:
  - Transportation – Auto, planes, taxis, buses, parking fees.
  - Lodging – Room and tax ONLY based on the current rates of the GSA per Diem Rates.
  - Meals – Must NOT EXCEED the US General Services Administration Meals and Incidental Expense Rate for Greeneville, TN. (Presently $13 for breakfast, $15 for lunch, and $26 for dinner).
  - In- Room movies, theater, or optional conference related side trips will NOT be reimbursed.
- Alcoholic beverages are prohibited from reimbursement.
- Auto rentals are prohibited if a University fleet vehicle is available.
- Personal Vehicle Mileage will be reimbursed at $0.30 per mile. Total miles traveled must be supported by documentation from a mobile app/map service, such as MapQuest.
- Auto Rentals should be limited to situations where other means of transportation are NOT practical, economical or available, and for emergencies.
  The most economical car is required based on occupancy size.
- Travel advances are disallowed.
- Employee Expense Reimbursement Form is available on the TU website. The form and associated receipts must be submitted to the ACCOUTING OFFICE within 5 working days of travel.
- All reimbursement will be made electronically to the employee's bank account on file.