



DIVISION OF INSTITUTIONAL ADMINISTRATION

INTER-OFFICE MEMO

To:
From: Accounts Payable

REQUEST FOR ADDITIONAL INFORMATION

Your Business Expense Report cannot be processed as submitted. The following information or documentation is missing or incomplete, and must be received before we can finish processing your report and issue your reimbursement check. If you have any questions about the expense reimbursement policy or this request for additional information, please call Ana Williams, Supervisor of AP and Travel or Michael O'Neill, Controller, at ext. 4132.

Missing Information

- Report not signed by the employee. (14.C.5. – page 10)
- Report not approved by an authorized individual. (14.C.5. – page 10)
- Employee information (Name/ID No./Dept./Contact Info.) is not complete. (14.C.2. – page 10)
- Expense account number missing or incorrect.

Details: _____

Missing Documentation

- Business purpose not properly documented. (15.A.1. – page 11)
- Receipts not attached. (15.A.5. – page 11)

<i>Date</i>	<i>Expense</i>	<i>Amount</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other

- Multiple trips included on same report. (14.C.1. – page 10)
- Expense amounts are in foreign currency - must be converted to U.S. currency. (14.C.8. – page 11)
- Non-reimbursable expenses included on the report (5.A. – page 2)

Details: _____

- Travel advance amount not deducted.
- Incorrect mileage rate used.
- Other

Details: _____

Note: Numbers in parentheses refers to the section and paragraph of the Business Expense Reimbursement Policy where subject is addressed.