



Expense Reporting Form

Instructions for this form can be found on Page 2 of this document. **Send to Accounts Payable once completed.**

Vendor Information

Payable to: _____

Address:

Requested By: _____

Accounting Information

Banner ID# _____

Purchase Order# _____

Org# _____

Acct# _____

Activity Code _____

Payment Amount _____

Multiple Org/
Acct/Activity
Codes (see
page 2)

Payment Type

Non-employee honorarium/stipend/referee payment

Supplies or Materials

Food

Contribution or Donation

Deposit for contracted service or supply

Tax Payment

Unclaimed Property Remittance

Other (provide details ----->)

Explanation and/or additional detail:

Do not mail check directly to vendor. Instead, mail check to _____ at Campus Box

****Note:** All expenditures must meet the criteria outlined in the Expenditure Policy in order to be paid using College Funds.

I certify that I have examined this request and that all expenses meet those outlined in Messiah College's expenditure policy and purchasing policies.

<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>

FOR AP USE ONLY:

DATA ON FILE:
VENDOR INFORMATION

W-9 _____

ACH _____



Expense Reporting Form Instructions

The expense reporting form is required to be used:

1. As a reconciliation sheet for multiple expenses paid to one vendor
2. For honoraria to non-employees **exceeding \$75 AND NOT** being paid as a gift
3. When reimbursing an employee for expenses not related to travel. If the expenses exceed \$100, a purchase order is required.
4. To request a payment for a deposit required to hold product or engage in a contract. A signed contract should be attached.

Instead of using this form, use the following other form for:

1. Employee Mileage Reimbursements - use *Mileage Reimbursement Form*
2. Employee Travel Expenses - use *Travel Expense Report Form - EMPLOYEES*
3. Non-employee Travel Expenses - use *Travel Expense Report Form - NONEMPLOYEES*
4. To receive or reconcile a Cash Advance - use *Cash Advance Receipt & Reconciliation Form Package*
5. To prepay products or services without a signed agreement - follow purchasing procedure

Steps to complete this form:

1. Ensure that this form is the appropriate form to use. See above.
2. Ensure that the expense is to be paid from FY16 funds.
3. Obtain the vendor's information and decide upon the correct accounting.
4. Fill out the form and gather required documentation.
5. Sign the form, as well as obtaining your supervisor's signature. Other signatures (VP/Provost/Controller) may be needed as specified.
6. Send the form to Accounts Payable at Box 3012 through campus mail or scan a PDF to accountspayable@messiah.edu.

All expenses must be verified using **original receipts** with detailed descriptions. Copies of receipts are not acceptable.

This form replaces:
Expense Reporting Form - FY15 and prior
Request for Payment

For questions or comments, please contact the Controller's Office.

This form is updated annually. The last update to this form was by Stephen Beaver on July 8, 2015.

In order to save paper, **please print only the first page of this document unless using multiple accounts.** Thank you!

Multiple Org/Acct/Activity Code Allocation				
Org #	Acct #	Activity Code	Split Amount	Comments
			<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>
Total Declared Pg 1	<input type="text"/>	Total Declared Pg 2	<input type="text"/>	Balancing Difference <input type="text"/>