

Instructions

The entire form must be typed. Items in **RED** are required for the check to be processed.

The Business Expense Reimbursement Form is used to request reimbursement for University business expenses, including travel. Attach original receipt(s). Be sure to keep copies for your files.

UM ID NO.: UM Identification Number. Required to process direct deposit.

US Mail: Required for check issuance

Date: Enter date when expense was incurred.

Trip Itinerary – Expense Explanation: Explain expenditure and indicate trip dates (i.e. “Engineering Professors Conference March 3-6” “extension cord for office adding machine”) List expenses for each day separately. In the Automobile Allowance column, enter the manually calculated dollar amount to be reimbursed based on the number of miles from the previous column multiplied by the mileage rate.

Meals: Meals for employee or guest. List guest name(s), position(s), and purpose of business on the receipt. (i.e. Walter Goodbody – president of the Big Company – negotiation of TV rights for football game).

Other: List costs which do not fit into other columns.

Account Number – Object – Amount: This section is used to record charges to the accounts.

Preparer: Name, phone number, and email address of person to be contacted for further information.

Business Office / Sponsored Programs: Required as needed.

Payee’s Signature: Indicates the Payee has reviewed the form and certifies this is an accurate record of expenses.

Payee’s Email: Email address of the Payee to be contacted for further information in case the preparer is not available.

Account Approver Signature: Signature of the individual who has authority to approve charges to the account number(s) shown. More than one signature may be required by a department.

Dean, VP or Designee: As required by your Dean, Vice President or Chairperson.

Balance Due to Payee: The amount to be reimbursed to Payee.

Balance Owed to University: If balance is owed to the University, make a deposit at the cashier’s office and attach the deposit receipt to the form.

Travel Policy: See the University of Miami Policies and Procedures Manual – Financial Section policy D015E for further explanation of the travel policies - <https://umshare.miami.edu/web/wda/controllers/policies/D015E.pdf>