

Heidelberg University Expense Reports

Completing your expense report

Across the top of the expense report, enter your name, the dates covered by the expense report and your address including zip code.

In the columns left to right across the page enter the following information:

1. Date – enter the date(s) of the trip
2. City, State and Purpose of Trip (i.e. Columbus, Ohio, Recruiting trip for men’s basketball)
3. Air Travel – enter the amount of airfare if applicable
4. Miles – Enter the number of miles you drove your personal car on the trip. The amount of the reimbursement will calculate in the Amt column by multiplying the miles driven times the approved Heidelberg reimbursement rate per mile.
5. Other – enter a description of any other transportation you paid for during your trip (i.e. cabs, tolls, train or bus fare) and enter the amount in the Amt. column
6. Lodging – Enter the amount of hotel charges or other lodging incurred while traveling. Only room and tax should be shown in this column. Other items charged to your hotel room such as meals should be placed in the appropriate column.
7. Employee Meals – meal charges you incurred while on Heidelberg business. This column is just for your meals. If you paid for a meal for someone other than yourself, the total cost of the meal (including yours) should go in the entertainment column.
8. The entertainment column is used for a situation where you take out someone on Heidelberg business. It could be a meal, concert or sporting event with the distinction being that you are paying the cost for someone other than yourself. If this is the case, you also need to provide the following additional information on page 2 of the expense report:
 - a. Date of the entertainment
 - b. Persons entertained, their occupation or title and relation to business
 - c. Business discussed or benefit derived by Heidelberg from the entertainment
 - d. Place and nature of entertainment (i.e. dinner, concert, football game etc.)
 - e. Amount of entertainment (must agree with amount entered on page 1). In the Other column enter a description of all other items for which you will be claiming reimbursement (i.e. supplies, printing etc.) and the amount of reimbursement.

Other items that need to be entered

1. Special Requirements – This is where you indicate how you would like your check distributed to you. You can have it mailed (send to payee), or you can pick it up at the business office.
2. The summary amount in the bottom right hand corner automatically calculates based on the information you enter in the report
3. In the bottom half of the expense report, enter the account codes and description. The Purpose of Payment should be a description by account code (i.e. Travel, Mileage, Professional Development etc.). Then enter the appropriate Fund, Organization,



Account and program codes, the amount and finally the P.O. Number if applicable.

4. The expense report must be signed and dated by you and your supervisor at the bottom of page. Please also include your extension in case the business office needs to contact you.

Other notes

1. Incomplete expense reports will not be processed and will be returned to you.
2. Separate expense reports should be filled out for travel charged to your University issued credit card vs. expenses that you will be claiming reimbursement from the University for.
3. Please attach receipts for all expenses incurred.

