

BELLARMINE UNIVERSITY EXPENSE CLAIM FORM TIPS

Here are a few important reminders/tips when completing the Bellarmine University Expense Claim Form to ensure a timely reimbursement. For more details please refer to the entire policy in the Public Folders, Policies and Procedures, Purchasing and Accounts Payable, Section 9.9.3.

PAYEE INFORMATION

Properly fill in the CARS ID #, Payee Name, Department and Acct #. All reimbursement checks and direct deposit slips will be mailed intercampus mail unless U.S. Mail is requested.

PURPOSE, DESTINATION, EXPLANATION & OTHER REQUIRED INFORMATION

This section must be filled in completely. If traveling, please provide the reason or purpose for travel, such as conference name and destination city/state. For product or supplies, please give details of items purchased, reason for the purchase, and purpose of use. Remember to answer the following questions – who, what, when, where, and why. This will give the University and our auditors all the information needed to validate the expense.

DATE OF EXPENSE/RECEIPT

This information is crucial due to the **IRS requirement** that receipts must be turned in during “a reasonable period of time.” A reasonable period of time is defined as 60 days from the date of the receipt. All requests must be submitted within 60 days from the end of travel or date on the receipt, whichever is sooner. If submitted past the 60 day policy, the reimbursement will be paid through payroll and the amount of the reimbursement will be added to wages on your W-2.

PERSONAL AUTO MILEAGE

Travelers may use a personal vehicle for business-related trips if the cost of using the vehicle is less than the cost of a roundtrip economy airline ticket. Please provide support on the determination.

Reimbursement is based on the actual distance traveled from the starting point to the destination, multiplied by the Bellarmine mileage rate in effect at the time of travel. When traveling from home, commuting miles (miles to and from Bellarmine) should be subtracted from the distance in order to properly calculate the actual distance traveled. For instance, if

your normal daily commute to and from the office is 30 miles you need to deduct 30 miles from the total mileage for the trip.

The mileage rate covers all expenses incurred by the use of a privately-owned vehicle, including gasoline purchased for the trip, insurance, and maintenance on the vehicle.

AIRFARE, TAXIS

If airfare was purchased online using your personal credit card, please be sure to attach the receipt showing payment type. This receipt is always available for printing at the point of purchase online.

Complete original receipts are required for any taxi, shuttle, or other form of transportation.

CAR RENTAL

Complete original receipts are required for all vehicle rentals. Original receipts are also required for any gasoline purchases for the rental vehicle.

LODGING

A complete detailed receipt is required showing date of stay, room rate, room taxes, parking, and any other charges related to your travel stay.

MEALS

A. While traveling away from home

Typically, meal reimbursements require an overnight stay. The University will reimburse travelers for a maximum of three personal meals per day while traveling overnight for University business. IRS regulations require that the traveler: (1) be away from home substantially longer than an ordinary day's work and; (2) during the time away from home, the traveler needs to sleep or rest. This is known as the "overnight rule." In general, travel from Bellarmine **without an overnight stay does not qualify for personal meal reimbursement** (*exceptions to this rule are business meals non-travel related*).

B. BUSINESS MEALS (non-travel related)

Employees may be reimbursed for approved, necessary, and reasonable business meal expenditures. Business meals are those taken with vendors, University guests, job applicants, professional colleagues, or donors during which University business discussions take place. The

inclusion of University employees should be moderated as much as possible (e.g. no more than 2-3 other employees in attendance).

Meals taken between two or more University employees during which routine business issues are discussed are generally not reimbursable from any University funds. We encourage all employees to use their judgment and obtain prior Department Head approval as to when such meals are non-routine and, therefore, could be reimbursable by the University.

For all meals, the following information must be submitted to Accounts Payable along with the original receipt:

- amount of each separate expenditure
- date
- purpose/business reason for the expense
- identification of persons in attendance
- **entire guest check, detail meal receipt, along with receipt of payment - if the detail receipt is missing the amount reimbursed will be reduced by 25%**

ALCOHOL

Alcoholic beverages consumed while on University business travel must be in moderation and in conjunction with a meal.

CONFERENCE FEE

Original receipt is required. If conference registration was purchased online using your personal credit card, please be sure to attach the receipt showing payment type.

SALES TAX

Bellarmine is a tax exempt entity; therefore, sales tax paid in Kentucky (excluding restaurants) will be subtracted from your payment. Remember to take the tax exemption form with you if you need to purchase outside of the University's purchasing department. The tax exempt form is available on the Purchasing website www.bellarmine.edu/purchasing.

- An example would be if you purchased paper plates, forks, spoons, etc. for your department. The purchase is acceptable but the University would not reimburse the sales tax.
- Additionally, some faculty purchase items for labs at various locations throughout the city such as Wal-Mart, K-Mart, Kroger, etc. As above, the purchase is acceptable, but the University would not reimburse sales tax.

APPROVALS

Please ensure all proper approvals are included before submitting the form to Accounts Payable. Authorized approvers should adhere to the policy and procedures, and by signing the form state they are responsible for:

- **Attesting that the purpose of the expense is valid and directly related to University Business.**
- **Requesting further documentation or explanation for expenses that appear to be excessive or unusual in relation to the nature of the business expense. Explanation of such expenditures must be included on the documentation.**
- **Understanding that while Accounts Payable will review the expense, the primary responsibility for the appropriateness of expenditures rests with the employee and the individual responsible for departmental approval.**