

Wilberforce University

Policy number: 3240

Subject: **FORMS**

Date effective: December 1, 2011

Authority: Vice President for Administrative and Financial Affairs.

References: Business Office

Purpose: In order to process expenses timely it is necessary to complete the appropriate forms and obtain appropriate approval. As such this policy has been created to detail the steps necessary to ensure timely processing and ultimately accurate financial reporting.

3240.01 Forms Overview

- a. The guidelines in this policy should be followed for all University expenses.
- b. Check request form should be used for all business activities where the University can pay the vendor directly. Payment for goods or services should be 30 days after receipt unless pre-approved and clearly indicated as such on the form.
- c. Cash Advance forms should be used for expenses expected to require cash outlay by the employee.
- d. Personal Mileage forms should be used for any business related travel where an employee's personal vehicle is used. Wilberforce University does not pay for gas directly. This form serves as a receipt that must be attached to an Employee Reimbursement Form.
- e. Employee Reimbursement forms are used when an employee has paid for approved business expenses with personal funds.

3240.02 Check Request Form

Check request form should be used for all business activities where the University can pay the vendor directly. Payment for goods or services should be 30 days after receipt of those goods or services unless pre-approved and clearly indicated as such on the form.

Check requests made out to an individual must have a W-9 attached and the mailing address of the individual written on the Check Request Form.

Check requests made out to an organization must have the mailing address listed on the form.

A copy of the invoice listing services rendered or goods provided along with the quantity and price equal to that of the check request must be attached. All invoices should be sent directly to the Business Office with a copy sent to the employee requesting a check be cut for payment.

All check requests must be approved and submitted to the Business Office by 5pm Tuesday in order to receive a check by that Friday. Any check request received after Tuesday at 5pm will not be processed for payment until the following week.

Checks are cut on Thursday and released on Friday. Checks will be mailed on Friday unless the box is marked for pickup. Vendors must be able to show ID from that company in order to sign for check.

Checks being picked up will be available at the Bursar's Office by noon on Friday.

3240.03 **Cash Advance Form**

Cash Advance forms should be used for expenses expected to require cash outlay by the employee.

Cash Advances will be given for approved business reasons where prepayment or the use of a University credit card is not an option. Advances would include expenditures for things such as meals, shuttle bus, taxi, rental cars and other expenses allowable according to the University Travel Policy.

Advances are a "loan" to the employee from the University and as such a liability payable to the University will be created for the employee. Regardless of who actual uses the advance, the employee who received the money and who is named on the Cash Advance Form is the responsible party. As the responsible party it is up to that person to submit the Expense Reimbursement Form to close out the Advance liability in his/her name. The Expense Reimbursement form must be submitted no later than 30 days after the trip or event.

The full amount of the advance will be deducted from the employees next pay check if the ERF is not received within the 30 day limitation.

Approved Cash Advance Forms submitted to the Business Office by 5pm Tuesday will have a check cut that week unless otherwise indicated. Cash Advance forms submitted after that deadline will be processed the following week and will be available for pickup that Friday.

Checks will be available for pickup at the Bursars window on Friday after noon with proper ID.

3240.04 **Personal Mileage Form**

Personal Mileage forms should be used for any business related travel where an employee's personal vehicle is used. Wilberforce University does not pay for gas directly.

Wilberforce University pays 50 cents for every mile driven in an employee's personal vehicle for business purposes. Mapquest should be used to determine actual mileage of the trip and attached to the form submitted.

This form serves as a receipt and should then be attached to an Expense Reimbursement Form and submitted to the Business Office for payment.

3240.05 **Expense Reimbursement Form**

Employee Reimbursement forms are used when an employee has paid for approved business expenses with personal funds.

Employee Reimbursement Forms (**ERF**) must be submitted within 30 days of the end of your travel or event in order to be considered for reimbursement **REGARDLESS** of funding. All detailed receipts must be attached to support each expense listed. List each receipt on a separate line.

Meals or other expenses charged to an employee's hotel room must have the detail receipt for attached in addition to the hotel summary receipt. Reimbursement will only be considered for pre-approved expenses or those expenditures related to approved business travel and that are allowable expenses according to the University Travel Policy.

Completed ERF submitted to the Business Office by 5pm Tuesday will be processed that same week and will have a check available for pickup or mail on Friday noon. Submissions after 5pm Tuesday will be processed the following week.

3240.06 Form Approval

All forms submitted to the Business Office will require three separate signatures:

- 1> the employee requesting the payment
- 2> that employee's supervisor
- 3> Finance

Vice Presidents must have approval of the President for any advance or reimbursement.

Grant expenses require the approval of the PI on that grant.

In the event that the appropriate person is not available for signature approval. An email stating the business purpose and amount can be approved by email and attached to the form so that the 30 day limitation is not exceeded.

