

Expense Report Instructions

rev. 01/20/09

The Expense Report form posted on the Finance & Operations website has automatic calculations for all Net Expenditure fields, Total Expense, and Net/Excess Expense fields.

Purpose: The Expense Report is used to document travel and miscellaneous business expenses paid by the employee to be reimbursed and also, the associated expenses paid using the WPI PCard.

Heading: All sections must be completed to be processed. Date as of the date the expense report is completed. Original receipts must be included for amounts requested for reimbursement. **Photocopies will not be accepted.** Receipts are to include the detail of item/services purchased (i.e. hotel folio, itemized meal detail, etc.) and the method of payment. Do not include receipts for transactions paid using the WPI PCard. If travel was to a conference, the conference itinerary must be included.

Section I – Expense not paid with WPI PCard: Document expenses for which reimbursement is requested by date of travel. For auto mileage, enter the number of miles traveled and the spreadsheet will calculate the total mileage charge based on the current reimbursement rate. For Meals/Entertainment, include persons attending in separate box as noted on expense report.

Total – Expenses not paid with WPI PCard (A): Total of all expenses to be reimbursed.

Cash Advance (B): If a cash advance was received, indicate amount here, as a NEGATIVE number.

Net Due to Employee (to WPI) (A-B): Net of expenses less cash advance to be reimbursed to employee or (paid back to WPI). If the net is negative (due to WPI), list amount of excess advance and attach a check (payable to WPI) for the excess amount to be returned to WPI.

Charge To: List fund, organization and account codes to charge expense. Activity codes are optional. Total expense can be assigned to multiple FOAPAL's. The cash advance and net due will calculate automatically.

Required Authorizations: Signature of payee and payee's supervisor is required.

Foreign Currency Translation: Translate the expense on each receipt from the foreign currency to US Dollars (USD) using the rates located at: <http://www.oanda.com/convert/cheatsheet>
Record the expense in USD on the expense report. Exchange rates will be verified by Accounts Payable.

Section II – Summary of Expense paid with WPI PCard: Enter summary information only. Do not attach WPI PCard receipts. See page 9 of 19 of the WPI Procurement Card Guide for instructions to prepare the expense folder report from “Works”. All totals will calculate automatically.