



# Expense Report

This form has been designed for use by non-employees and students. Employees may only use this form to report the expenses from cash advances. All other reimbursement has to be requested in Oracle.

<b>Name</b> _____	<b>Department</b> _____	<b>ER Number</b> _____
<b>Address</b> _____	<b>Fund &amp; Cost Center</b> _____	<b>Date</b> _____
<b>Address</b> _____	<b>Account Number</b> _____	<b>Approver Signature</b> _____
<b>City</b> _____ <b>State</b> _____ <b>Zip</b> _____		<b>Approver Name</b> _____

Expense Date	Expense Description/Justification <small>(e.g. "travel from here to there for retreat"; "expenses for student group meeting", "dinner with alumni J. Smith &amp; Wife" etc.)</small>	Merchant Name / No of Miles etc.	Receipt Amount	Reimbursable Amount

<b>Additional information or instructions:</b>	<b>Total Expenses</b>	
	<b>Total Advance</b>	
	<b>Unused Advance</b>	
	<b>Amount To Be Paid</b>	

**Reimbursement of expenses will be made only for properly supported items.**

**Attach Receipts For:**

- All hotel and non-personal car expenses
- Meals when the day's total exceeds \$25.00
- All entertainment expenses (Please include the name or event, number and names of participants etc.)
- Any other expenses of \$10.00 or more

**Guidelines for vehicle expenses:**

Request mileage when personal cars are used for Institute business  
Request gas, oil, etc. for rental and Institute cars

**Additional Instructions:**

Money left over from cash advances must be deposited in Treasury Operations. Please attach all receipts/documentation to the expense report and submit it to the Controller's Office - Crowell 5.

**Please call 312 329-2234 with any questions.**