

OFFICE of the CHANCELLOR REIMBURSEMENT of TRAVEL EXPENSES for
CAMPUS EMPLOYEES

OPTION A – Campus has paid travel expenses which are to be reimbursed by the Office of the Chancellor (OOC)

In instances where the campus has paid business expenses directly to the employee or incurred costs (for example use of a campus vehicle) which are to be reimbursed by the OOC, the campus should invoice the OOC for the expenses.

OPTION B – Campus employee has incurred expenses which are to be reimbursed to the employee by the Office of the Chancellor (OOC).

1. Employee is to complete the employee expense reimbursement form and attach originals of all necessary receipts.
2. Employee is to complete and sign REQUEST for REIMBURSEMENT of CAMPUS EMPLOYEE TRAVEL/BUSINESS EXPENSES by the OFFICE OF THE CHANCELLOR.
3. If the amount of the reimbursement exceeds \$100 the Campus Business or Payroll Office must sign and approve the REQUEST for REIMBURSEMENT of CAMPUS EMPLOYEE TRAVEL/BUSINESS EXPENSES by the OFFICE OF THE CHANCELLOR.
4. The original expense reimbursement and REQUEST for REIMBURSEMENT of CAMPUS EMPLOYEE TRAVEL/BUSINESS EXPENSES by the OFFICE OF THE CHANCELLOR is submitted to the OOC department sponsoring the event/travel expenses.
5. The OOC department sponsoring the event/travel expenses provides appropriate cost center number, signs and approves the expense reimbursement request, and submits the expense reimbursement request to the OOC Business Office.

REQUEST for REIMBURSEMENT of CAMPUS EMPLOYEE TRAVEL/BUSINESS EXPENSES by the OFFICE OF THE CHANCELLOR

Campus/Institution _____

Employee _____

Dates of Travel _____

Purpose of Travel _____

Total Dollar Amount of Reimbursement _____

I am requesting that the Office of the Chancellor reimburse me for the travel/business expenses as outlined above. Attached is the original expense reimbursement request and originals of all necessary receipts. I certify that these expenses have not been submitted to my campus for reimbursement and to the best of my knowledge this expense reimbursement request is in compliance with all campus/State of Minnesota travel regulations.

Employee's Signature _____

Employee's Name Printed _____

Date _____

Employee email address _____

Office of the Chancellor Department to Make Reimbursement _____

BUSINESS or PAYROLL OFFICE SIGNATURE REQUIRED FOR AMOUNTS OVER \$100

I confirm that the expense reimbursement as attached is in compliance with all applicable campus/State of Minnesota travel regulations/procedures.

Business Office Signature _____

Business Office Signature Name Printed _____

Date _____