



Whittier College

Expense Reimbursement Report

Complete this form if you are reporting expenditures for a cash advance or are requesting reimbursement of personal funds expended on behalf of Whittier College, and /or Whittier Law School. Reimbursement requests for meal and/or entertainment expenses are required to show persons present, place of meeting, purpose, business discussed and date. Original Receipts Must be Attached to this Form. Cash advances must be reconciled and returned to Whittier College and/or Whittier Law School within five (5) days of return from the event. Any cash advance must be documented within thirty (30) days or the full amount of the advance will be deducted from the employee's payroll check. Please complete the accounting information below, showing total expenditures minus any cash advance. If your expenditures exceed your cash advance, you will receive a check from account payable on the first check-run following submission of the completed form. Use the reverse side of the printed form or the second page of the PDF electronic format for additional detailed information.

Date of Expenditure	Detailed Description and Purpose of Expenditure(s) Auto Rental, Taxi, Limo, Shuttle, Mileage, Lodging, Meals, Airfare Conference Fee, Name of Person, Business Name and Purpose of Meeting	Dollar Amount	Project Object #
TOTAL EXPENDITURES (This total must agree with total on page 2)			

Information From Individual	Distribution	Summary
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Check Payable To (Name)	Student / Employee ID #	Are you a Student, or Employee?	
		Student <input type="checkbox"/>	Employee <input type="checkbox"/>
Person Making Request	Project / Object #	Amount	Total Expenditures
Department	Project / Object #	Amount	Less Total Cash Advances
Department Supervisor	Project / Object #	Amount	Amount Due College
Purpose of Expenditure	Project / Object #	Amount	Amount Due Employee

Delivery Options (Select one, if no option is selected, payment will be mailed out)

Mail ACH Campus Pickup [Checks should be collected at the Business office]

I attest to the best of my knowledge and belief that the attached documentation is complete and true and that all expenses are necessary for Whittier College / Whittier Law School to conduct its mission and purpose.

Employee Signature _____

Date ____/____/____

Administrative Signature _____

Date ____/____/____



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Expense Category	Date	Date	Date	Date	Date	Date	Date	Dollar Amount	Project Object #
Transportation									
Airfare/Rail									
Car Rental									
Taxi/Limo									
Parking/Tolls									
Mileage									
Meals									
Breakfast									
Lunch									
Dinner									
Seminar Conference									
Other / Misc.									
Entertainment									
Lodging									
Laundry/Porter									
Phone/Fax									
Postal/Shipping									
Office Supplies									
Copy/Printing									
TOTAL EXPENDITURES									

Address	
City	
State	
Zip	