# Travel Advance Expense Report Requisition Check Request

## When to Use
- To request money for travel expenses not expected to be paid with an RMC MasterCard (if you have one).
- To reimburse RMC employees for approved out-of-pocket expenses or to reconcile a previous travel advance.
- To order goods and services from a vendor; an approved requisition becomes a PO, which must exist prior to ordering.
- Only for items for which we are not normally invoiced, such as subscriptions, memberships, prizes & awards.

## Forms to Use & Where to Get Them
- **Travel Advance Request form**
  - Available in the Business Office section of the Policies & Procedures page of the website
- **Expense Report form**
  - Entered electronically in Campus Vue Finance.
  - If this is not possible, the form is available in the Business Office section of the Policies & Procedures page of the website
- **Blue Check Request form**
  - Available in the Business Office only

## Information & Attachments Required
- **Answer this:** Who - employee responsible
- **Answer this:** When - departure & return dates
- **Answer this:** How much - $
- **Answer this:** Why & Where - reason for travel
- **Answer this:** Date expense report will be turned in; budget number; supervisor and VP or AAVP approval
- **Answer this:** Who, What, Where, When, Why, & How Much?
- **You also need:** Approval of Dept. Head, VP and/or AAVP
- **If not being submitted electronically:** 10 digit account number(s)
- **Original documentation MUST be attached:** 10 digit account number(s)

## Due Dates
- **Travel Advance:** To Business Office by noon Wednesday
- **Expense Report:** By the 20th of the month
- **Requisition:** Prior to ordering any goods and/or services
- **Check Request:** To Business Office by noon Wednesday

## Date Check Is Available
- **Travel Advance:** Friday after 2pm
  - [Additionally, within 10 days of returning, you must file an Expense Report to reconcile the Travel Advance with actual expenses incurred.]
- **Expense Report:** Paid via direct deposit 1st of the following month.
  - (If not enrolled in direct deposit, you will receive a check at the end of the month.)
- **Requisition:** Vendor is paid 30 days after invoice date, unless otherwise specified.
- **Check Request:** Vendor is paid 30 days after invoice date, unless otherwise specified on the Check Request form.

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This is intended as a quick-reference document for your convenience. Please refer to the Travel, Purchasing, and other Policies on the Business Office section of the website:
You may also contact the Business Office at 657-1012

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