

## Expense Report Overview

The Expense Report form must be completed to report expenses incurred before and during a business trip. All related receipts connected to Vassar credit card charges and to (reimbursable) out-of-pocket expenses must be included when the report is submitted.

## Due Dates

- To comply with Vassar policy, expenses incurred during your trip must be submitted in a report either within 14 days of the completion of the trip, or 14 days of the close of the credit card billing period, whichever comes first.
- IRS regulations require that expenses for employment-related travel be reported to the employer within 60 days of when they are incurred. This means that you may have to submit an initial expense report before you travel, if you incur charges more than 60 days before your departure (such as airfare, conference fee, etc.).



Any expenses reported more than 60 days after they are incurred are deemed taxable income by the IRS, and will be shown as such on your W-2 tax form.

## Instructions

- % Begin by clicking into the **Expenses** worklet and then selecting **Create Expense Report**.
- & In the **Expense Report Information** area:
  - U Select the appropriate **Creation Option**.
  - V If you choose "Create New Expense Report from Spend Authorization", use the adjacent menu to link to your spend authorization for the trip.
  - W Expense Report Date will default to current date.
- ' Complete the budget-related fields: **Function, Cost Center, Fund**.
  - U *Optional: complete **Additional Worktags** field if trip supported by grant, project, gift, or endowment.*
  - V If the expense receipts are not in USD, click the **Multicurrency Expense Entry**.
- (" Select **OK**.
- ) Under **Expense Report Information**:
  - U **Expense Report Date** is auto-filled with the date the report is being completed.
  - V *Required: In the **Business Purpose** field, make a selection from the drop down menu.*

- \* "I bXYf'9I dYbgY'F YdcfhF YZYfYbW' =bZcfa UH]cb.
- U" I bXYf'F Y]a Vi fgYa YbhDUma YbhHndY'gY'YVh'7\ YW'cf' 8]fYVh'8Ydcg]h'
- V" 7\ccgY'h\Y'GdYbX'5i h\cf]nUH]cb'UbX'W\YW' h\Y'Vcl' ]bX]W]h]b[ 'h\Uh'h\]g' ]g'h\Y': ]bU'9I dYbgY'F YdcfhZcf' GdYbX'5i h\cf]nUH]cbž']Z Uddfcd]UH'
- W A Ya c. 'YbhYf'U'Vf]YZXYgW]dh]cb'Zcf'h\Y'YI dYbgY'fYdcfh' fcdh]cbU'Ł'
- + " =b'h\Y'9I dYbgY'F Ydcfh@]bY.
  - a. 9bhYf'h\Y'8UH'k \Yb'h\Y'UVh' U'gdYbX]b[ 'cWV ffYX"
  - b. =b'h\Y'9I dYbgY' =hYa 'Z]Y'Xž'gY'YVh'Ub']hYa 'Zfca 'h\Y'Í6mi 9I dYbgY' =hYa ' ; fci dÍ 'Xfcd'Xck b'a Ybi "
  - c. =b'h\Y'E i Ubh]miZ]Y'Xž'YbhYf'U'bi a VYf'Zcf'h\Y'YI dYbgY' fbi a VYf'cZU]f']bY'h]W'Yhgž'b][ \hg'cZ'chY'ž'YhWŁ
  - d. 9bhYf'DYf'l b]h'5a ci bhž'h\Yb'HchU'5a ci bh'k ]''Ui hc! Z]'
  - e. 8ci V'Y! W\YW'cf'W\Ub[ Y'h\Y'Z]Y'Xg'dYfhU]b]b[ 'hc'h\Y' Vi X[ Yh ' : i bW]cbž'7cgh'7YbhYfž': i bXž'UbX'5XX]h]cbU' K cf\_hU[ g'f]Z Udd'WV'YŁ"
  - f. 7ca d'YhY'5j U]UV'Y'GdYbX'5i h\cf]nUH]cb '@]bYg'Z]Y'X'f]Z Ui h\cf]nUH]cb'k Ug'WYUHXYŁ
  - g. ...

