

Guidelines for Faculty Requesting Reimbursement

If you are requesting reimbursement from your professional travel allotment, there are two forms to complete. In advance of your travel, complete the form **Request to Attend Professional Meeting** (found on Centrenet under Forms on the Academic Affairs tab). Submit this to your division chair for approval. Once the division chair and the Dean have approved, a copy will be sent to you for your records. Within 2 weeks of your return, submit the **Travel Expense Report** (also found on Centrenet under Forms on the Academic Affairs tab) to Megan Mazurek megan.mazurek@centre.edu in the Dean's Office.

Professors holding an endowed professorship are not required to submit the Request to Attend Form but should complete the Travel Expense Report when asking for reimbursement for individual trips. Please complete the form in its entirety. We need your name, ID#, purpose of trip and full dates. Don't forget to sign the form before electronically sending it.

If you are requesting reimbursement for purchases other than travel, please use a **Check Request Form** (found under Forms on the Academic Affairs tab.) Please complete the form in its entirety including your ID#, itemized charges, and a total. Your administrative assistant can assist you if you need to use a college credit card. Please have all the information available (including the account number to be charged) for your administrative assistant. Requests for reimbursement from endowed funds or travel funds should also be sent to Megan. Below are some guidelines about reimbursement and receipts:

- Please make sure that the travel form/check request and the corresponding receipts are sent electronically in **one** pdf as they are forwarded electronically to the Finance Office after processing. Please make sure all forms and receipts are legible. Multiple receipts can be on the same page but should easily correspond to your travel form or check request form. Foreign currency charges should be converted to US dollars. **You must have receipts. Please be diligent about asking for them if the vendor doesn't automatically supply one.**
- Restaurant receipts should be an itemized receipt, listing the food, etc. --not just the credit card receipt, and you should put the name of individual(s) eating on the receipt with the purpose of the meal.
- You must be reimbursed in the fiscal year that the travel was taken.
- The Finance Office processes checks/direct deposits only on Fridays. To meet their deadline, the Dean's Office needs to have your requests submitted by Wednesday morning. If we receive these documents after Wednesday morning, the reimbursement will be processed for the following Friday.