

To:

From: IIT Purchasing

Subject: Return of Employee Travel and Expense Report

The attached Employee Travel and Expense Report is being returned to due to deficiencies requiring correction.

Please address all areas checked below. By the IIT Travel Policy J.3., an expense report MUST be supported with the following:

- Advance written authorization for travel outside of the United States is required as evidenced by a completed and approved Travel Request Form (TRF) See J.3. § I C 2
- Each expense listed MUST have description sufficient to establish the valid business purpose of the travel, entertainment, or other business expense. See J.3. § I D 1
- Each expense MUST be substantiated with an ORIGINAL receipt, except in the case of per diem reimbursements. However, business and travel expenses paid by the Procurement card will not require original receipts and a LEGIBLE copy is acceptable for these. See J.3. § III B 2
- ALL single expenditures of \$30 and greater MUST be supported by ORIGINAL receipts. However, if no original receipt is available, a copy may be acceptable when accompanied by a valid explanation. See J.3. § III B 2
- Credit card statements are NOT sufficient documentation; however the original credit card statement MAY be acceptable provided a valid explanation accompanies it. See J.3. § III B 2
- Meal and restaurant receipts should be itemized and include:
  - a. The name and location of the restaurant
  - b. The number of people served
  - c. Date and Amount of expense
- If alcohol is included in the receipt total purchases must be identified and recorded separately from the rest of the meal expense. See J.3. § I D 1 and J.3. § III B 2
- Reimbursement request MUST be submitted within 60 days of completing the travel or incurring the expense, otherwise, the reimbursement will be treated as taxable to the individual. REQUEST FOR EXCEPTIONS MUST BE EXPLAINED AND WILL BE ALLOWED ONLY IF APPROVED BY THE CONTROLLER'S OFFICE. See J.3. § I D 3
- Business expenses MUST comply with IIT Purchasing procedures. See Purchasing Manual § 203

Please re-submit ONLY when deficiencies have been addressed.