The attached form cannot be processed for the reason(s) checked below. Please make the necessary corrections and return for prompt processing.

____ Signature of reimbursee/cardholder is missing.

____ Signature of reimbursee/approver missing on “Missing Receipt Affidavit”.

____ Receipts are required.

____ Missing Receipts: If receipts are not available, submit proof of payment and a “Missing Receipt Affidavit”, signed by the traveler/reimbursee and approver.

____ Amount exceeds meal and/or lodging per diem.

____ All expenses exceeding 90 days from the date of purchase or end date of trip must be processed as additional pay through Payroll. The amounts cannot be grossed up.

____ Service payments to individuals or non-incorporated vendors should not be made from personal funds. This must be processed as a third party payment.

____ The University must comply with IRS “accountable plan” rules that includes a detailed business purpose (include who, what, where, when and why). Please provide additional information.

____ Request is not approved or WR/NR # is missing.

____ This should be processed as a Payment Request (PR) in HCOM not a Non-employee Reimbursement (NR).

____ Direct deposit rejected from bank. Please verify direct deposit information with Payroll Office, create a new reimbursement with copies of receipts and note original web voucher number on new report.

____ Non-reimbursable expense. Please contact your Financial Dean’s Office.

____ Variance in amounts on report and amount approved in the system.

Returned to Department by __________

Remarks: ____________________________________________________________

______________________________________________________________

______________________________________________________________

Revised: 03/07/13