

HARVARD UNIVERSITY  
Reimbursements & Card Services  
1033 Massachusetts Ave, 2<sup>nd</sup> Floor  
Cambridge, MA 02138  
(617) 495-7760

REIMBURSEMENT REVISION REQUEST FORM

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: \_\_\_\_\_  
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