Work Related Reimbursement
CAHP Employees

Employee Expense Worksheet (EEW)
This procedure is for those requesting reimbursement for work-related expenses such as travel, registration, meals

DIRECTIONS:
1) Submit the Request for Pre-Approval for Work Related Travel Authorization to your supervisor one month PRIOR to the event/conference/meeting.

2) Prepare an Employee Expense Worksheet (UM1612) within 60 days of the trip return date.
   Separate EEW completed for:
   o Single Event/Conference; include all associated expenses (travel, meals, registration) OR,
   o Routine travel between CAHP performance sites (TC/R); complete on a MONTHLY basis
     • Include course number in the justification table of the EEW if associated with specific teaching responsibilities
   • Retain detailed itemized receipts for expenses of $25 or more, excluding meals. Receipts must be detailed vendor receipts rather than general charge card transaction slips.
     o Meals are calculated on a per diem according to the GSA website; meals are not reimbursed if already covered by conference or hotel registration.
     o To receive reimbursement for mileage, you must include print out that outlines mileage. e.g., GoogleMaps directions (actual map not needed) Enter mileage in the EEW as it reads on the documentation (double mileage for round trips)
   • Print and Sign the worksheet.
   • Attach (hard copies) of all receipts and other support documentation to the worksheet and submit to the Preparer for processing.
     o Preparers for CAHP are Debra Markert & Claire Bjorklund

3) Once all documents are received they will be reviewed for accuracy and submitted to Preparer for review. Preparer will either follow up with Employee and/or sent to Supervisor for review and approval.

4) Supervisor will send approved reimbursements to the Preparer who will then enter into the University system for payment processing

5) Check your financial account for disbursement

For questions, contact your corresponding Preparer for details
• Debra Markert (6.2493) and Claire Bjorklund (5.8952)
NOTES:
Every effort is made to provide accurate policies and procedures. Please ensure that you are accessing the documents available on the CAHP website for current forms and updated processes.

The EEW will require you to provide the “5 Ws” for justification of the reimbursement

- **Example (W’s underlined):**
  
  “Susie All-Star attended the **Super Important Conference** in **Big Town, Idaho** March 20-25, 2000 to present information for CAHP accreditation. The title of the presentation was ‘How to become a rock star in 20 minutes.’”
  
  **Include a thorough rationale/benefit of the expense(s) incurred.**

- If you have multiple items to explain in the “why” portion of the justification, you likely need multiple EEW filled out. **Example:** You should not submit one form for reimbursement that includes a) teaching a course in Rochester, b) speaking engagement in KY c) conference attendance in CA. However, if you wanted to submit a month’s worth of travel to Rochester to teach the same course each time, on one EEW form, that would be acceptable.

Questions about the reimbursement process, consult:

- Supervisors
- Preparers

Hotels

- P-Cards can not be used to purchase hotel rooms
- Reimbursement of hotel rooms must meet accommodation rates as noted by University policy. See University policy: **Traveling for University Business**
- Request separate/split invoices from the hotel when sharing with another employee
  
  - One invoice can not be submitted for multiple employees requesting reimbursement
- Whenever possible, any expenses that need to be paid in advance, should be done with a department P-Card. Please work with your supervisor to identify who you should work with.

Acronyms:

- **EEW** – Employee Expense Worksheet
  
  - Also known as **UMForm 1612** in the University Policy Library
- **WRA** – Work Related Absence Form
  
  - Must be filled out in advance of any business related travel. Essential for any reimbursement requests by an employee