

La Sierra University Expense Report Preparation Checklist

Expense Reports are submitted for reimbursement of expenses incurred by La Sierra University employees and students.

These items must be paid directly by the University. Please contact the Accounts Payable or Payroll department for details.

La Sierra University enforces a 60 day business expense reimbursement period. The 60 day period is the Internal Revenue safe harbor period.

for federal, state, FICA and Medicare; and withholding tax must be taken."

Name, ID Number, Department, Contact Number and Current Address
Complete and current contact information is needed.

what was purchased and business purpose (what it will be used for) for all items

List attendee names and business purpose, for a meeting list topics discussed

List the trip starting point, ending point, and purpose

Provide the travel dates and purpose
required for any trip that includes an overnight stay

Attach original receipts for all purchases
A receipt must show proof that the expense was paid for.

Signature of the person requesting reimbursement
Approval from your department head, dean, or vice president