INSTRUCTION GUIDE FOR
Villanova University – Procurement Department
Request for Reimbursement for Business Expenses
(to be used for Employees or Students ONLY)

Section I:
1. Fill in Banner ID number of employee/student being reimbursed, his or her name, the date the Request is prepared, and the department (if being paid by check or direct deposit).
2. Business Purpose – After specifying the type of expense on the line above, provide a brief description for the expenditure, including any pertinent names, dates, people in attendance (where applicable), what items/supplies were used for, and why personal funds were used. This area must be completed in full in order to receive reimbursement of personal funds.

Example:
Banner ID: _______01234567
Employee: ___Prof. John Doe________
Department: ______Communications Dept._
Cash to be picked up by: ____________________

Type of Expense: o Business Meal o Supplies o Other________________________

Business Purpose:
Meals: Provide the following information:
Location: ___Yang Ming__________
Date: ___7/25/07________
Topics of Discussion: _The Effect of the Media on Society________
Number of Attendees: ___2________
Name of Guests, including titles: ___Jane Johnson, retired ________
journalist and part-time instructor at Columbia University.
Ms. Johnson was a guest-lecturer at Villanova on 7/25/07.

Supplies / Other: Indicate clearly what items were purchased, what they were used for, and why personal funds were used.
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

NOTE: All original detailed receipts MUST be attached. If a personal check was used, a copy of the front and back of the cancelled check must also be provided. If a personal credit card was used a copy of your credit card statement must also be attached, but please black out your credit card number to safeguard this information.

Section II:
1. Fill in the following:
-Index/Account Numbers (six-digit Villanova index and four-digit Villanova account number to be charged).
-Amount (amount to be reimbursed to employee/student; total MUST match receipt(s) submitted).
-Leave the box labeled “Procurement Use” blank.
2. The employee/student being reimbursed must sign and date the request, as well as have it signed by his or her supervisor. All requests must be approved before payment can be processed. Please refer to the approval policy for further information. In addition, please make sure that all signatures necessary are obtained before submitting the request to Procurement for processing. Failure to do so will result in a delay in payment.

Example:

<table>
<thead>
<tr>
<th>Procurement Use</th>
<th>Index / Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>123456-7449</td>
<td>$102.90</td>
</tr>
</tbody>
</table>

Total  $102.90

I the undersigned verify the above statements to be true and correct, and that all expenditures were for Villanova University business purposes only.

Payee Signature _______ John Doe __________________________ Date: __8/9-07__________

Approvals: All requests for reimbursement MUST be approved by the employee’s supervisor

Approver Name: _______ Dr. Joseph Smith __________________________ Date: __8/9/07__________

Approver Signature: _______ Joe Smith __________________________ Title: Chair, Communications

Once all sections are completed, forward the Request for Reimbursement to the Procurement Department for payment. Payment will be made to the employee/student in the form of a check or direct deposit. Most Requests are entered into the Banner System within ten (10) days of being submitted to Procurement. Please be advised that this is an approximate time frame, and is subject to change.