

Expense Reports

Expense Reports are entered when you, as a UVM employee, need to be reimbursed for purchases made on behalf of the University, using your own money. Most often this is for travel expenses, business meal expenses, etc. The policies governing these are the [Travel Policy](#), and the [Amenities Policy](#)

If you need to request a reimbursement, please bring the following items to the business office:

- Itemized receipts
- Memo outlining
 - Dates of travel or expenses
 - People other than yourself
 - Business purpose for expense
 - Any justifications
 - Amount you are asking to be reimbursed for

You **must** include the following information, no matter how you are paying for your travel:

- Who is traveling
- Destination of trip
- Business Purpose of the travel
- Agendas for conferences, workshops, or meetings

A few other things to keep in mind:

- Except in some specific cases, alcohol is not an allowable expense
- As long as your travel meals do not exceed the daily allowance as stated in the Travel Policy, receipts for those meals are not required
- If you have a UVM Purcard, you are encouraged to use that instead of your personal funds
- Expense reports have a fairly long road between turning them in and receiving payment. They require signatures and several reviews.