



Student Reimbursement Form

Student Name: _____ **Net ID:** _____

Student Home Address: _____

Student Home Phone #: _____

Expected Graduation Date: _____

Proctor Name: _____

Name of Testing Center: _____

Reimbursements: Please enclose the original copy of all receipts noted on this form to ensure full reimbursement. Students who are requesting reimbursement for testing fees need to have original receipts mailed to me within 45 days of the date of receipt, or you will not be reimbursed. Please use the back of this sheet if more room is needed.

	<u>Receipt Date:</u>	<u>Class & Exam #:</u>	<u>Amount:</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

According to IRS regulations, reimbursements and travel advances paid to employees for business and travel expenses under an "accountable plan" are not taxable to the *employee* if the expenses are (a) appropriately substantiated, (b) in a timely manner. Appropriate substantiation requires that original invoices be submitted for all lodging expenses, and for any other expenses greater than \$75. Non travel business meals for which reimbursement is requested must also include the date, a detailed description of the business purpose and the names of the persons attending the meal. To comply with the IRS safe harbor substantiation guidelines, any portion of a travel advance that is not substantiated or returned to the University within 60 days after the *expense* is incurred will be considered taxable income to the employee and the appropriate taxes will be withheld from the employee's next paycheck. For the same reasons, any requests for business or travel expense reimbursements submitted more than 60 days past the date the expense is incurred will be returned to the requester unpaid.