

Name: _____

Home Address: _____

Telephone/Extension: _____

City: _____ State: _____ Zip: _____

Email: _____@luc.edu

Certification of Expenses: I certify this expense report is a true and accurate accounting of expenses incurred on authorized University or grant approved business. In addition, they are fair charges against Loyola University Chicago and for all expenses chargeable to Federal or State grants, this request excludes alcohol. Amounts not approved or considered excessive by the University are authorized to be deducted.

I certify that expenses paid via a University ProCard are NOT included on this reimbursement request

Expense Summary and Distribution of Expenses

| | |
|-----------------------------------|--|
| Total Expense | |
| Advance | |
| Total Reimbursement due to/from: | |
| Reimbursement due to Employee: | |
| Balance due to Loyola University: | |

| Accounting Unit | Account | Activity | Account Category | Total Distribution |
|--------------------|---------|----------|------------------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| Total Distribution | | | | |

Business Reason for Expense / Comments

All reimbursements require a business purpose description. At a minimum, the business purpose should answer all the questions below:

1. Who is involved in the activity related to the expense? (Employee(s), guests, students, etc.)
2. What activity does the expense represent? (Conference, training, item purchase)
3. When did the activity occur?
4. Where did the activity take place?
5. Why or how does the expense relate to university business?

Approvals

| | Name | Date |
|---|------|------|
| Requestor Name (print) | | |
| Requestor Name (signature) | | |
| Budget Administrator (print) | Ext: | |
| Budget Administrator (signature) | | |
| Supervisor/Secondary Approver (print) | Ext: | |
| Supervisor/Secondary Approver (signature) | | |
| Finance Use Only | | |

Please return all completed forms including all supporting documentation to: [Accounts Payable Department](#)
Lewis Towers, Room 602, Water Tower Campus.
Please contact Accounts Payable at extension 5-8760 with any questions.