DIY Expense Reports  
(for students employees on payroll)

Following are details about how to process your own expense reports. Reimbursement will come through your paycheck – be sure to include your employee ID where indicated. Please let me know if you have any questions.

Here is a link to the controller’s website where the forms can be downloaded and you can see examples of completed forms. [https://www.umb.edu/controller/forms](https://www.umb.edu/controller/forms)

Following are the most common forms and their uses:

- **CON-02 Travel Expense Report** (Rev. 1 / 2018) Used for travel
- **CON-04 Business Entertainment Expense Authorization Form** (Rev. 11/2015) Must accompany Con-02 if you buy people other than yourself a meal which is considered a business meeting.
- **CON-07 Employee Business Expense Reimbursement Form** (used for non-travel expense)

Tips and Tricks:

- You cannot be reimbursed for travel until the trip is complete.
- All receipts must show payment method (i.e. paid with Visa XXX XXXX 1234). If no payment method, you must show a PDF of your credit card statement showing charge; screen shots of the transaction won’t be accepted
- If any receipts are in foreign currency, you must convert it to USD. Go to [https://www.oanda.com/](https://www.oanda.com/) to calculate the conversion. Be sure to change the date to the date of the actual transaction. Use the converted USD amount on the expense report, make a note on the report and include a print out of the ONADA sheet used to make the conversion.
- You do not need to show receipts for charges under $25. Alternately, if you are missing a receipt, you can fill out missing receipt affidavit found on controller’s website.
- You can claim per diem for the city you travelled to. For instance, the M&IE per diem rate for NYC is $74. If you spend 4 full days in NYC, you can be reimbursed for $296 for Meals and incidentals without submitting receipts. Look up [per diem rates here](https://www.umb.edu/controller/forms).
- Leave the accounting details, fund and department ID section blank and I will fill it in.
- Print, sign (original signature required) and attach receipts and back up of purpose of trip (i.e. invitation, agenda or email stating you what you were awarded money for). Gather the chairs or GPD signature as supervisor and supply the package to me. I will confirm everything is in order and sign as account signatory. I recommend you keep a scan for your records.

Leigh Murphy 8/14/18