

Portland State University Foundation

FACULTY/STAFF EXPENSE REPORT & REIMBURSEMENT REQUEST

Name/payee: _____ For period from _____ to _____
 Department: _____ Mail Code: _____ Total Requested \$ _____

MEALS AND ENTERTAINMENT:				
DATE	DESCRIPTION AND BUSINESS PURPOSE	WITH WHOM	AMOUNT	FOUNDATION ACCOUNT
TOTAL			TOTAL REQUESTED	

TRAVEL AND OTHER EXPENDITURES				
DATE	DESCRIPTION AND BUSINESS PURPOSE	MILEAGE	AMOUNT	FOUNDATION ACCOUNT
TOTAL			TOTAL REQUESTED	

Employee signature: _____
 Approved by: _____ Authorized by: _____

Don't forget to complete the second page of the form too!
 Checks are sent to the payee through intercampus mail unless noted below:
 Hold for pickup. Call: _____ Ext: _____ Mail to: _____

FOR FOUNDATION USE ONLY				
Date mailed: ____/____/____	Signer(s) Authorized: _____	Balance: _____	Check #: _____	Check Date: ____/____/____

This request for payment (must check one box on each line):

Is Is not to a PSU employee or a corporation.
Please include Social Security # (required):

Is Is not for expenses associated with lobbying (attempting to influence legislation).

Is Is not to benefit a candidate for public office.

Is Is not to a PSU employee (including GTA's, GRA's or students) for services.

All expenditures must comply with the charitable purpose intended by the donor. All expenditures should be supported with documentation such as receipts or invoices. Original receipts should be submitted; not photocopies. Reimbursement for out-of-pocket expenditures must be submitted within 180 days (six months). Reimbursement requests submitted after that time will not be paid.

Signers: Payment must be approved by an authorized signer on each account charged. A list of authorized signers must be on file at the PSU Foundation. Expenses cannot be approved by the person being paid (payee of check). Only original signatures will be accepted; no rubber stamps may be used. PSU Faculty/Staff: Expenses over \$500 must be authorized by the Department Chair; \$5000+ must be authorized by the Dean. Affiliates: Approval authority and limits must be submitted in writing by the Affiliate's board of directors.

Payment to PSU employees for services must go through PSU's payroll department. Scholarships must be disbursed by PSU.

Checks are written weekly. All complete check requests received by the end of business on Tuesday will be paid on Friday.