

Reimbursement Request Cover Sheet Instructions

The purpose of the Cover Sheet is to provide transparency related to university transactions and more efficient processing by:

- Identifying who is to be reimbursed,
- Providing business purpose of expenditure which supports funding source,
- Supplying Support/Administrative Staff, Budget Officer, and Business Office with supporting document for transparency, consistency, and accuracy,
- Supporting internal/external audit requirements.

Reimbursee section:

- Should submit **within thirty days of purchase** to correspond with [State Prompt Payment Act](#).
- Student reimbursement should include check address; employee should list Campus Box. If not currently registered for ACH payments, complete [ACH form](#).
- Be specific on business purpose/justification for expenditure. This is required to establish what account pays for the expense. Who, What, When, Why, and Where should be considered in the business purpose/justification. If Material fee related, include that Class Name and Number. (See below for information related to funding source)
- Charge to (Department, Start-Up Funds, Class fees, etc.) should align with the business purpose/justification.
- Group meals should include the [Business Meals Information Form](#).
- When seeking reimbursement for multiple items, complete expense breakdown with totals by type of funds being used. Business purpose/justification is required for each receipt. Receipts should be scanned and included with the request form. Request should not include sales tax on goods purchased.

Support/Administrative Staff section:

- Verify that Reimbursee completed their section in entirety. Incomplete forms should be returned to requestor to ensure that required information is gathered and proper funding sources are used.
- Voucher date should correspond with Reimbursee's date of service/goods received. If multiple dates are included, use earliest date of receipts. If request is greater than \$1,000 and multiple months are included, a voucher will need to be entered for each month.
- Submit Cover Sheet with voucher documentation.

[Funding Source](#)

- Agency (107xx) – Expenditure supports revenue generating activities.
 - Material Fees – qualifying expenditure used in Academic Classes (Attach the Provost [material fees form](#)).
- General Revenue (10400) – Expenditure supports academic mission of the University.
 - Institutional "Grants" provided for special purposes (i.e., new Faculty grants, etc.).
- Bond (106xx and R&R) and Service (105xx) – Expenditure relates to these specific purposes.
- Grants (115xx) – This will be submitted through RSP SharePoint.



**ILLINOIS STATE
UNIVERSITY**
Illinois' first public university

Reimbursement Request Cover Sheet (Non Travel)

Reimbursee use only:

Individual to be Reimbursed: _____

Employee Dept./Student Address: _____

Date(s) of Service(s) or Goods Received: _____

Reimbursement Amount: _____

Business Purpose(s) of Expenditure(s):

Charge to (Class fees, startup funds, etc.): _____

Completed by (printed name): _____

Support/Administrative Staff use only:

Voucher #: _____

Account(s) and amount(s) to be charged:

\$_____ from Account: _____

\$_____ from Account: _____

\$_____ from Account: _____

\$ _____ from Account: _____

\$_____ from Account: _____

Department Contact Name: _____ Phone: _____

Additional Notes (optional):