

# Beloit College

## Late Reimbursement Request Form

Instructions: This form should be completed when an expense reimbursement request is submitted more than **60** days after the cost was incurred. It should be attached to the Employee Expense Reimbursement Form and submitted to the employee's supervisor and then to the Vice President for Finance and Planning for approval.

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

Date(s) of travel/expense: \_\_\_\_\_

Business purpose for travel/expense:

Please explain why your expense reimbursement request is being submitted more than **60** days after the expense was incurred.

### Signatures:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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☐ Taxable Reimbursement

☐ Tax-Free Reimbursement

☐ No Reimbursement

Vice President for Finance & Planning: \_\_\_\_\_ Date: \_\_\_\_\_