

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 or the conclusion of the business trip. 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 latter date that travel was completed or the expense was incurred.

Signatures:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Taxable Reimbursement Tax-Free Reimbursement No Reimbursement

Vice President for Finance & Planning: _____ Date: _____