

DELAWARE STATE UNIVERSITY

PERSONAL EXPENSES REIMBURSEMENT INSTRUCTIONS

** Please complete this form if you are requesting reimbursement from any approved out of pocket expenses as a DSU Employee. Below are the instructions on how to complete this form accurately. Please reach out to Accounts Payable Department (accountspayable@desu.edu) for questions. **

ALL RECEIPTS OF THE EXPENSES MUST BE SUBMITTED TO OBTAIN REIMBURSEMENT!!!!!!

SECTION 1 – Basic Information

EMPLOYEE INFO: The D# & Name of the DSU Employee seeking the reimbursement.

REASON FOR REQUEST: The name of the event related to the reimbursement.

MEHTOD OF PAYMENT: Select whether you would like a check or WIRE/ ACH to your bank account. If you choose WIRE/ ACH, please attach wiring information.

SECTION 2 – Expense Details

DATE: Date the transaction occurred. Items that are over 60-calendar days will not be reimbursed.

TRANSACTION DESCRIPTION: Describe the transaction you are requesting reimbursement (Ex. Trip to A/CAP Conference in Harrisburg, PA).

TRANSACTION TYPES:

AIRFARE: All expenses related to traveling by air, such as baggage fees.

MEALS: Consist of breakfast, lunch, & dinner. If meals are held with others, please include their names in this area. Tips on meals are included for reimbursement within reason.

REGISTRATION: Includes the amount to attend conferences or training related to daily employment duties.

LODGING: Includes the cost of staying overnight with hotel taxes. Do not include any meals charged to the room; they should be included under the "Meals" section.

TRANSPO: Includes the cost of getting to & from the destination on the ground, such as tolls, rental car, private vehicles, public transportation, etc. The usage of your personal vehicle will only be reimbursed based on the IRS business standards (\$0.625/ mile in 2022). Normal commute to & from work & gas purchases does not get reimbursed.

MISC/ OTHER: Includes all other areas not mentioned previous. Provide an explicit description is needed for reimbursement.

SECTION 3 – Signatures/ Approvals

~ All necessary signatures must be provided before reimbursement can be processed. No individual can sign/ approve on more than one line (**NO DOUBLE SIGNATURES**).

~ By signing this form, you certify the expense incurred as a necessary expenditure in conducting Delaware State University business, and reviewed that the expenses are reasonable & conform to Delaware State University policies.

Requests completed & signed should be sent to accountspayable@desu.edu for processing



DELAWARE STATE UNIVERSITY

OFFICE OF BUSINESS & FINANCE

(This form is to be used for DSU Personnel seeking reimbursement for actual expenses incurred in accordance with DSU Policy)

Employee D#: D10059906

Employee Name: Zhongyan Lin

Date: January 23, 2023

Reason for Request:

Business trip for Teaching in Ningbo, China Campus

Accounting Info:

FUND	ORG	PRGM
1100	2334	12

Method of Payment:

<input type="checkbox"/>	Check
<input checked="" type="checkbox"/>	Wire/ ACH

Expense Details

Date	Transaction Description	Transaction Type	ACCOUNT	Amount	Receipt No
08/12/2022	Visa Application	Misc/Other	8050	155.60	1
09/18/2022	Local transportation (self-drive: DE->JFK) 157 miles x 0.625 = \$98.13	Transpo - Mileage	8040	98.13	11
09/18/2022	New York -> Korea (Direct fly to China costs \$4000. Korea air is cheapest)	Airfare	8010	1275.70	2
09/20/2022-09/22/2022	Hotel in Korea by Expedia (cheapest possible)	Lodging	8030	231.70	3
09/20/2022	COVID Test required by Korea: 80000 Korean Yuan = \$57.44	Misc/Other	8050	57.44	4
09/21/2022	COVID Test in Korea required by China for boarding 104000 Korean Yuan = \$74.23	Misc/ Other	8050	74.23	12
09/22/2022	2 nd COVID Test in Korea required by China for boarding 104000 Korean Yuan = \$74.23	Misc/Other	8050	74.23	13
09/22/2022	Korea -> Guangzhou, China, flight \$498.30	Airfare	8010	498.30	5
09/22/2022-09/30/2022	Quarantine required by China after landing in Guangzhou 3440 Yuan = \$487.09	Misc/ Other	8050	487.09	6
09/30/2022	Fly Guangzhou -> Ningbo: 1172 yuan = 164.70	Airfare	8010	164.70	7

09/30/2022-10/02/2022	Quarantine required by Ningbo city after landing 960 Yuan = \$134.91	Misc/Other	8050	134.91	8
10/04/2022-10/07/2022	Local COVID test 52 Yuan = \$7.31	Misc/Other	8050	7.31	9
12/20/2022	Airfare in China (train tickets lost) and hotel 456 yuan = \$65.40	Airfare	8010	65.40	7
12/21/2022	Guangzhou -> JFK	Airfare	8010	706.08	10
12/22/2022	Local transportation (self-drive: JFK->DE) 157 miles x 0.625 = \$98.13	Transpo - Millage	8040	98.13	11
09/18/2022-12/22/2022	Meal in travel = 95 days x \$40 = 3800	Meal	8035	3800.00	
			TOTAL:	\$ 7928.95	

Zhongyan Lin
Requester/ Employee

1/23/2023
Date

ZE
Immediate Supervisor/ Dept Head Approval

1/24/2023
Date

Antonio Boyle
OSP/ RFA Approval, if needed

1/24/2023
Date

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