

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 (accounts payable@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.
METHOD 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.

TRANSPPO: 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 accounts payable@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)

Approved Requisition #: ~~R0184916~~ R 0184917

(Note: this is the 2nd part of summer teaching, for the fiscal year 2024)

Employee ID#: D10059906 Employee Name: Zhongyan Lin Date: 08/26/2024

Reason for Request: Reimbursement for traveling to Ningbo, China, to teach for the DESU oversee program

Accounting Info:

FUND	ORG	PRGM
1100	2690	12

Method of Payment:

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

Expense Details

Date	Transaction Description	Transaction Type	ACCOUNT	Amount
08/28/2024-12/23/2024	Meals on 94.75 days x 52.65	Meals	8035	4988.59
		Choose an item.		
		Choose an item.		
		Choose an item.		
TOTAL:				\$4988.59

Zhongyan Lin

Requester/ Employee

Immediate Supervisor/ Dept Head Approval

2/1/2025

Date

2/3/25

Date

Effective July 2022

OSP/ RFA Approval, if needed

Date

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

Effective July 2022