

**CARLETON COLLEGE  
Payment Request Form**

**Pay To:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Check if payee is: Employee/ID# \_\_\_\_\_ Alum Student/ID# \_\_\_\_\_ **Invoice Number:** \_\_\_\_\_

If an honorarium or stipend: home address is necessary for tax reporting. **Invoice Date:** \_\_\_\_\_

**Complete address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Please attach a completed Form W-9 for a new vendor. Form W-9 is available from the Business Office Web Site.  
 Contact [accountspayable.carleton.edu](mailto:accountspayable.carleton.edu) to confirm existing vendors.

Purpose of Honorarium: Band/Entertainer \_\_\_\_\_ Other Explain \_\_\_\_\_

\_\_\_\_\_ E-Checks for employees & students (contact Accounts Payable x7664 for assistance)

\_\_\_\_\_ Pick Up If so by whom \_\_\_\_\_

\_\_\_\_\_ US Mail (If mailing address includes attn: name, please attach addressed envelope)

*To ensure your reimbursement complies with IRS accountable plan rules, please follow these key tips:*

- **Document the business purpose of your trip or expense (i.e. COFHE Conference; Lab Supplies).**
- **Attach original itemized receipts (especially important for meals).**
- **Identify meal attendees.**
- **Follow meal expense guidelines whenever reasonably possible. Avoid extravagant or excessive expenses.**
- **Employee & Student Expense Reimbursements are made by automatic deposit.** If you have not already completed your direct deposit authorization, please contact [accountspayable@carleton.edu](mailto:accountspayable@carleton.edu) or x7664.

*For more complex situations, see helpful hints on the back or please contact Kara Lloyd x5934 for assistance.*

Description/Business Purpose	Fund	Source	Dept	Expense	Amount
<b>Total Business Miles:</b> _____ miles <b>Staff/Faculty \$0.45/mile</b> <b>Students \$0.14/mile</b> Attach mileage log or MapQuest type documentation.     Carleton mileage rate 7/1/010 <b>Northfield to Airport=40 miles (standard)</b>					TOTAL

I hereby certify that the above expenses or reimbursement expenses were incurred by me in the performance of my official duties and that I am not claiming reimbursement from other sources for the same.

**Supervisor or Division Head authorization required for staff overnight travel and non PDA reimbursements.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Approved by Supervisor or Div Head**

Extension: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Reimbursement submission required within 60 days of return from trip or expense per IRS guidelines. Ref. Publ. 463**

## Helpful Hints

This form is used for all Carleton payments. Payments are made on a weekly basis. Payment Request Forms received by noon on Tuesday will be processed in the weekly check/e-check run on Thursday. Submit all detailed receipts for out of pocket expenses, if Accounts Payable is required to seek additional information or return a request which does not have adequate support or proper approval, it may delay payment processing.

Please enter an address of each vendor or student (no PO box). Because each payee is permanently entered into our computer and often names are very similar, the only way to determine which is the correct payee is by the address (or in case of a current student, by their SS# & ID#). It is important for tax purposes to have only one entry in the vendor file, therefore a complete name, not a nickname or shortened name, is required.

Please submit reimbursement requests as soon as possible; the IRS requires that reimbursements must be cleared within 60 days from return of travel or they are subject to taxation. Ref. IRS Publ. 463

A list of frequently used expense numbers can be found on the Business Office website, <http://apps.carleton.edu/campus/business>

These are abbreviated guidelines. More complete employee reimbursement guidelines are available from the Business Office web site, <http://apps.carleton.edu/campus/business>. Please direct questions regarding reimbursement guidelines to Kara Lloyd, x5934

**TRANSPORTATION:**

- A) Airfare may be booked through the most economical means including the use of travel web-sites or travel agency.
- B) Personal mileage reimbursed at Carleton rate. *Attach mileage log or MapQuest type mileage documentation.*
- C) Car rental reservations may be made if it is economical and a business necessity. A "mid-size" model is considered adequate. Collision damage or personal insurance should not be accepted for business travel rentals since the College self-insures; however, insurance should be accepted when traveling outside of the United States.

**LODGING:**

- A) Hotel/motel reservations should be made at reasonably priced locations using standard accomadations.
- B) Laundry and cleaning is allowed only on trips of one week or longer.
- C) Movie rentals are a personal expense and not reimbursable.

**MEALS:**

Meals & Incidental Expense (M&IE) Guidelines:  
 \*Northfield/Apple Valley/Burnsville/Eagan - \$9 for breakfast, \$13 for lunch, \$29 for dinner, including tips.  
 \*Minneapolis/St. Paul - \$12 for breakfast, \$18 for lunch, \$36 for dinner, including tips.  
 Guidelines for M&IE rates at other destinations can be found at [www.gsa.gov/mie](http://www.gsa.gov/mie)  
 Attach original detailed receipts; credit card statements do not provide sufficient documentation.

**ENTERTAINMENT:** All College entertainment must have a substantive business purpose. Include the names and business relationship of attendees and explain the business purpose (benefit) to the College.

For international travel, attach documentation for foreign currency conversions showing the date and the rate used.

### Travel Budgeting Tool

Description/Dates	Monday	Tuesday	Weds	Thursday	Friday	Saturday	Sunday	
Hotel Room Expenses								Total Hotel:
Tel. chgs on Hotel Bill								
Other chgs.								
Meal - Breakfast								Total Meal Expenses:
Lunch								
Dinner								
Transportation								Total Transportation:
Personal car costs								
Rental car costs								
Gas purchases								
Taxi, bus, etc.								
Tolls								
Parking								
Other Expenses								
	<b>Grand Total</b>							

Last Modified: July 2010

Download copy from <http://apps.carleton.edu/campus/business>

Approved by Supervisor or Div Head

Date