

University Emergency Medicine Foundation Professional Allowance Expense Form

Employee Name: _____ Date: _____

Purpose: _____
By your submission you certify that these expenses qualify as business expenses under current IRS guidelines.

*Please provide travel expense information on reverse side
 Please submit **original** receipts/bills/packing slips for all expenses-- credit card statements must be accompanied by other supporting documents such as an invoice, packing slip that contains prices, copy of registration form, signed credit card slip etc..*

	Description	Amount
1		
2		
3		
4		
5		
6		
7	Travel Expenses <i>from reverse side</i>	
	Total	

Delivery Instructions:

- Direct Deposit
- Mail Check to Vendor
- Mail Check to Home
- Mail Check to Office
- Hand Deliver Check
- Hold Check for Pickup

Check Payable to: _____

Signature: _____

Please clearly indicate if any of these expenses are for foundation business, if not indicated all charges will be applied to your professional allowance account.

For all equipment purchases please include a list of usages for the equipment and specify a business use percentage- *Reimbursement will be based on this percentage.*

All expenses for Director's Fund require signature of the Director.

Office Use Only	
FY	
Acct #	
Paid by UEMF	
PA Balance Checked	

Notes:

Questions Call : Michelle Costa 519-1601

Travel Expenses:

Name of conference/convention or other purpose for travel:		
<i>Itinerary</i>		
Dates:		
From City:	To City:	
From City:	To City:	
		<i>Amount</i>
<i>Air Travel</i>		
<i>Automobile</i>	<i>Miles at</i>	<i>57.5 Cents/mile</i>
<i>Auto Rental</i>		
<i>Taxi</i>		
<i>Other Travel</i>		
<i>Hotel</i>		
<i>Meals</i>		
<i>Registration Fees</i>		
<i>Other</i>		
	<i>Total</i>	

*Please attach **original** receipts for all expenses- credit card statements must be accompanied by other supporting documents such as an invoice, packing slip that contains prices, copy of registration form, itemized hotel bill, itemized restaurant bill, signed credit card slip etc..*

Please carry total from all travel expenses to the front of form

International Travel:

By your submission for reimbursement you certify that any International expenses are in compliance with IRS guidelines on International travel as listed below:

It must be "as reasonable" for the conference to be held outside of the US as in it. In order to determine this there are four factors to be looked at:

- 1) Purpose of the meeting and activities taking place*
- 2) Purposes and activities of the sponsoring organization*
- 3) Residences of the active members of the organization and past locations of the meetings*
- 4) Other relevant factors*

If any submitted expenses are for more than one employee please specify here:

Name of employee	Expense	Amount