

CARLETON COLLEGE PAYMENT REQUEST FORM

Please allow **7-10 business** days for processing

Deadline to submit requests is 12:00 pm Thursday to be included in the following Thursday's check run

Please submit completed form to: 1-BUSOFC Attn: Accounts Payable

Pay To: _____ **Date:** _____

Verify Payee is listed on [Approved Vendor List](#) OR Send [W9 Request \(New Vendors\)](#)

Check if: Employee _____ Student Colleague ID # _____ Other **Invoice #:** _____

Complete Address: _____ **Invoice Date:** _____

*Only required for _____
outside vendors/alums _____

- E-Checks/Direct Deposit** - Students & Employees Sign up via: [The Hub](#) Outside Vendors - [Vendor Elec. Auth. Form](#)
- Foreign Wire Transfer** - Foreign vendors need to complete the [Vendor Electronic Authorization Form](#)
Currency Amount & Type _____ Service provided outside of U.S. Yes No
- U.S. Mail** If mailing address includes "Attn: name", please attach addressed envelope
*Send two copies of an invoice/form if one is to go with payment
- Pick Up** If so by whom _____

Review checklist to ensure your reimbursement complies with IRS & College guidelines:

Attach **original, itemized** receipts (including meal receipts) and document the business purpose of your trip or expense

Record **conference name** and **dates of business travel** below

Identify meal attendees on meal receipts

For international travel, attach foreign currency conversion(s) showing date & rate used (www.oanda.com)

For **honorarium payments**, please list date, location, & description of event or attach flyer/poster of event

Prior to engaging an individual for services, complete the HR [Independent Contractor Evaluation Form](#)

Conference Name:	Dates of Business Travel:				
Description/Business Purpose of Expense	Fund	Source	Dept	Exp Code	Amount
Total Business Miles: _____ X Mileage Rate: _____					
Northfield to Airport=40 miles (standard) Staff/Faculty \$58/mile Students \$.14/mile (effective 7/1/19)					TOTAL \$
Must attach mileage log or MapQuest type documentation to calculate mileage reimbursements					

FREQUENTLY USED EXPENSE CODES:			
5281-Honorarium/Professional Svcs	5305-Postage	5801-Employee Travel	5911-Fees
5955-Services	5309-Subscriptions	5802-Student Travel	5912-Fellowship/Award/Prize
5301-External Printing	5401-Equipment Repair/Maint.	5811-Professional Travel	5997-Faculty entertaining
5302-Supplies/Books	5402-Equipment Purchase	5814-Travel for guests of the College	students
5303-Lab Supplies	5404-Equipment Rental	5907-Meetings & Entertainment	

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 another source for the same expense.

Supervisor or Division Head authorization required for staff overnight travel and non PDA reimbursements
Invoice payments and reimbursements for \$5,000 or more require the Department Manager's signature

Signature
Extension: _____ Date: _____

Approved by Supervisor or Division Head
Extension: _____ Date: _____

Helpful Hints

This form is used for all Carleton payments (excluding student organizations). The Business Office processes payments each week on Thursday. Please allow 7-10 business days for processing. The deadline to submit requests is 12:00 pm Thursday to be included in the following Thursday's check run. Submit all original, itemized receipts for out of pocket expenses. Payment will be delayed if Accounts Payable is required to seek additional information or returns a request which does not have adequate support or proper approval.

Please enter a full business or home address for outside vendors. This information helps us to select the correct vendor for payment. A complete name, not a nickname, or shortened name, is required (i.e. use Katherine instead of Kathy)

If the payee is a Non-Resident Alien (Non-US Citizen), please contact Shari Mayer at x4022 to determine tax withholding.

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

Please submit reimbursement requests within 60 days of return from trip or expense or it may be subject to taxation. Ref. IRS Publ. 463

TRANSPORTATION:

- A) Airfare should 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 accommodations.
- 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, and \$5 for incidentals
 *Minneapolis/St. Paul - \$12 for breakfast, \$18 for lunch, \$36 for dinner, including tips, and \$5 for incidentals
 Guidelines for M&IE rates at other destinations can be found at 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.

Complete reimbursement guidelines are available from the Business Office website: <http://apps.carleton.edu/campus/business/AcctPay/>

Travel Budgeting Tool

Description/Dates	Monday	Tuesday	Weds	Thursday	Friday	Saturday	Sunday	
Hotel Room Expenses								Total Hotel:
Tel. chrgs on Hotel Bill								\$
Other chrgs.								
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								\$
Grand Total								\$

Approved by Supervisor or Div Head

Date

Download payment request at: <http://apps.carleton.edu/campus/business/businessofficeforms/>

Last Modified: June 2019