

Backup Documentation/Documentary Evidence

To receive reimbursement for expenses, the employee must prove the expenses were incurred, and that they were incurred in connection with a business purpose.

Please see below and attach original documentary evidence such as: itemized receipts; personal credit card charge slips or statements; or a copy of the front and back of canceled check.

Place and TAPE receipt here:

Specific Business Purpose

A Business Purpose is defined as one that supports or advances the goals, objectives and mission of the university; and adequately describes the expense as a necessary, reasonable and appropriate business expense for the university. The Business Purpose should answer five basic questions:

Who was involved? (Give the name(s) of the person(s) and their organization and/or department involved in the activity.)

What activity was performed? (Explain the activity or circumstance that gave rise to the expenditure.)

Why was the activity done and how did it benefit USD?
(Describe the benefit to USD)

When did the activity occur? (Indicate the date or inclusive dates the activity took place. Specific dates are also part of the item descriptions, and dates included in the Business Purpose can be more general (the entire trip, for instance, instead of the date of each meal).

Where did the activity take place? (Give the location of the activity: to/from destinations, restaurant name and city, or other appropriate information.)