

**Expense Reimbursement Form**

The preferred payment methods at SLCC are the SLCC Purchasing Card, Payment Request, and Purchase Order process. Employees should not use personal funds or credit cards to make College purchases except in unusual circumstances and as a last resort. Employee reimbursements are the least efficient and most costly type of expense to process. If personal funds must be used for a small-dollar purchase, the department should submit a Payment Request in SLCCBuy and attach the receipt for reimbursement to request a reimbursement. **Note that sales tax paid on these transactions will not be reimbursed. All purchases must be compliant with the Small Dollar Purchase Guidelines.**

List all expenses below and attach the associated itemized receipts/invoices. This form, along with the accompanying receipts/invoices must be uploaded to SLCCBuy and attached to the Payment Request Form submitted in SLCCBuy.

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| **Date of the Receipt** | **Business Purpose** | **Amount** |
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|  | **Total Due:** | **$ 0.00** |

Explain why one of the preferred payment methods was not used.

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