

**ROCKY MOUNTAIN COLLEGE
EXPENSE REPORTING QUICK-GUIDE**

	TRAVEL ADVANCE	EXPENSE REPORT	REQUISITION	CHECK REQUEST
WHEN TO USE	To request money for travel expenses not expected to be paid with an RMC MasterCard (if you have one).	To reimburse RMC employees for approved out-of-pocket expenses or to reconcile a previous travel advance.	To order goods and services from a vendor; an approved requisition becomes a PO, which must exist prior to ordering.	Only for items for which we are not normally invoiced, such as subscriptions, memberships, prizes & awards.
FORMS TO USE & WHERE TO GET THEM	Travel Advance Request form Available in the Business Office section of the Policies & Procedures page of the website	Expense Report form Available in the Business Office section of the Policies & Procedures page of the website	Entered electronically in Campus Vue Finance. If this is not possible, the form is available in the Business Office section of the Policies & Procedures page of the website	Blue Check Request form Available in the Business Office only
INFORMATION & ATTACHMENTS REQUIRED	Answer this: Who - employee responsible When - departure & return dates How much - \$ Why & Where - reason for travel Date expense report will be turned in; budget number; supervisor and VP or AAVP approval	Answer this: Who, What, Where, When, Why, & How Much? You also need: Approval of Dept. Head, VP and/or AAVP Attach all original receipts 10 digit account number(s)	Answer this: Who, What, Where, When, Why, & How Much? You also need: Approval of Dept. Head, VP and/or AAVP if not being submitted electronically. 10 digit account number(s)	Answer this: Who, What, Where, When, Why, & How Much? You also need: Approval of Dept. Head, VP and/or AAVP Original documentation MUST be attached 10 digit account number(s)
DUE DATES	To Business Office by noon Wednesday	By the 20th of the month	Prior to ordering any goods and/or services	To Business Office by noon Wednesday
DATE CHECK IS AVAILABLE	Friday after 2pm [Additionally, within 10 days of returning, you must file an Expense Report to reconcile the Travel Advance with actual expenses incurred.]	Paid via direct deposit 1st of the following month. (If not enrolled in direct deposit, you will receive a check at the end of the month.)	Vendor is paid 30 days after invoice date, unless otherwise specified.	Vendor is paid 30 days after invoice date, unless otherwise specified on the Check Request form.

*This is intended as a quick-reference document for your convenience. Please refer to the Travel, Purchasing, and other Policies on the Business Office section of the website:
You may also contact the Business Office at 657-1012*