

# REIMBURSEMENT FORM

## For Non-Travel Related Expenses

### WHEN TO USE THE REIMBURSEMENT FORM:

To obtain reimbursement for non-travel related expenditures on behalf of Morgan State University.

### HOW TO COMPLETE THE MSU REIMBURSEMENT FORM:

- Requisition Number (#):** Requester or Department Administrator will place the Banner requisition number in the top right corner of the form. To obtain the requisition number, post the reimbursement request in the Banner Finance system as a Requisition. Enter the payee's MSU ID as the vendor number. Once the requisition process is completed, Banner will assign the requisition number.
- Name:** Name of the individual requesting the reimbursement and to which the check will be made payable
- Date:** Date of the request
- MSU ID Number (#):** The Morgan State University eight digit identification number of the individual requesting the reimbursement.
- Social Security Number (#):** The Social Security number of the individual requesting reimbursement. This is required by the State for check processing.
- Address:** The permanent mailing address of where the check should be sent. A permanent mailing address is also required for direct deposit employees. Please note that if you are a direct deposit employee, your reimbursement will be posted to your bank account.
- Reason for Request:** Specific details regarding the request for reimbursement
- Department Contact Information:** Include all pertinent departmental contact information
- Department Charge Code:** Index (6 Digits)  
Account code (5 Digits)  
Amount (The dollar amount of the expenditure. Please note that Maryland state sales tax will not be reimbursed.)
- Signature & Date** Once completed, the requester will print and sign the form.
- Supporting Documentation** The requester will then attach all supporting documentation to substantiate the expenditure. Acceptable documentation, at minimum, should provide detail of the item(s) purchased and verification of the payment. **\*For catering/ food services, supporting documentation MUST also include the following: the name and purpose of the function, all attendees by name and/or affiliation, proper invoice and proof of payment. FAILURE TO INCLUDE REQUIRED DOCUMENTATION WILL DELAY PROCESSING.**
- Signature of Approvers:** Signatures of those individuals who authorize and approve the reimbursement. Banner Approval is required before the form can be accepted by the Comptroller's Office.
- Comptroller's Section:** This area will be completed by the Comptroller's Office. General Accounting will confirm that the requisition is complete in the Banner Finance system. The requester can expect to receive the reimbursement 30 days from the date the form is received by the Comptroller's Office. It is important the form is complete and includes supporting documentation in order for this request to be processed.