

Reimbursement Procedures

Reimbursements may be submitted for the following:

- Expense Reimbursements
- Travel Advances
- "Due upon Receipt" invoices that require immediate remittance

Beginning 9/12/11, Checks will be issued only on Wednesdays each week. Please use the "Check Request" or "Travel Expense Voucher" forms that are available on the Augustana website

[check request form](#) or [travel expense voucher](#)

and have your requests to the Business Office by **NOON** the previous business day. Any requests received after the noon deadline, will **NOT** be processed in the Wednesday check run.

Due to the volume of Check Requests that are processed each week, they will not be available for pick up until after 3:00 pm the day of the check run or possibly the following business day. Please allow at least 1 business day for them to be returned through Campus Mail. **During certain periods in the year the volume of check requests may increase and the processing may take more than the usual 2 business days, so please allow plenty of time when submitting requests.**

On your Check Requests / Travel Vouchers, please remember to include:

- Any necessary original receipts to back up your request
- Signature of Chair or Authorized persons
- Expense Account number
- When the check is needed
- For Performing Artists, Guest Speakers, Honorariums, or any individuals providing a service, please include a W-9 form. W-9 form link available on the following site: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

We encourage all employees to sign up for Echecks (Direct Deposit) to receive reimbursements or travel advances electronically. Simply fill out the "Authorization Form for Electronic Reimbursements" which is available on the Augustana website

[Echeck reimbursement authorization form](#)

and submit it along with a voided check (or copy of a voided check) to the Accounts Payable office. Please note, you will need to complete this information even if Payroll is currently processing your pay check electronically. The accounts payable system is separate from the payroll system.

If you have any further questions regarding "Checks" please call me at extension 7351. Thanks, Lisa Sears.