

DIY Expense Reports

Following are details about how to process your own expense reports. Please let me know if you have any questions.

Here is a link to the controller's website where the forms can be downloaded and you can see examples of completed forms. <https://www.umb.edu/controller/forms>

Following are the most common and their uses:

- **CON-02 Travel Expense Report** (Rev. 1 / 2018) Used for travel
- **CON-04 Business Entertainment Expense Authorization Form** (Rev. 11/2015) Must accompany Con-02 if you buy people other than yourself a meal which is considered a business meeting).
- **CON-07 Employee Business Expense Reimbursement Form** (used for non-travel expense)

Tips and Tricks:

- You cannot be reimbursed for travel until the trip is complete.
- All receipts must show payment method (i.e. paid with Visa XXX XXXX 1234). If no payment method, you must show a PDF of your credit card statement showing charge; screen shots of the transaction won't be accepted)
- If any receipts are in foreign currency, you must convert it to USD. Go to <https://www.oanda.com/> to calculate the conversion. Be sure to change the date to the date of the actual transaction. Use the converted USD amount on the expense report, make a note on the report and include a print out of the ONADA sheet used to make the conversion.
- You do not need to show receipts for charges under \$25. Alternately, if you are missing a receipt, you can fill out missing receipt affidavit found on controllers website.
- You can claim per diem for the city you travelled to. For instance, the M&IE per diem rate for NYC is \$74. If you spend 4 full days in NYC, you can be reimbursed for \$296 for Meals and incidentals without submitting receipts. Look up [per diem rates here](#).
- If the fund paying for reimbursement is part of our department (i.e. general operating budget, start-ups, JHG grants etc) look up the chart-field on the attached spreadsheet, and fill in the appropriate space on each form. This is basically the bank account info.
- If you are using provost FSU or RES funds – leave the chart-field blank – the provost will fill out that section and sign as account signatory. I recommend that you track the usage of your own PDF funds so you know how much you have left.
- Print, sign and attach receipts. Gather the chairs signature as supervisor and supply the package to me. I will confirm everything is in order and sign as account signatory. I recommend you keep a scan for your records.

Leigh Murphy 7/18/18

SpeedChart Lookup	29								
SetID	SpeedChart	Unit	Fund	Fund Description	Dept	Dept ID Description	Project	Project Description	Program
UMBOS	103932	UMBOS	11000	7100-0200 Main Allot	B016300000	Confl Res, Hum Sec & Globl Gov			A00
UMBOS	107351	UMBOS	51006	Tuition - Out of State	B016300000	Confl Res, Hum Sec & Globl Gov			A00
UMBOS	110536	UMBOS	51029	GOF - NTT Payroll	B016300000	Confl Res, Hum Sec & Globl Gov			A00
UMBOS	103934	UMBOS	51121	Ed Sales & Services	B016300000	Confl Res, Hum Sec & Globl Gov			D00
UMBOS	108099	UMBOS	51161	General Operating Fund	B016300000	Confl Res, Hum Sec & Globl Gov			A00
UMBOS	107448	UMBOS	51438	Development	B016300000	Confl Res, Hum Sec & Globl Gov			C00
UMBOS	106024	UMBOS	52129	RTF-Boston	B016300000	Confl Res, Hum Sec & Globl Gov			B00
UMBOS	108460	UMBOS	52130	Internal Project Awards	B016300000	Confl Res, Hum Sec & Globl Gov	P20140000026529	RTF Startup Barkin	B00
UMBOS	108829	UMBOS	52130	Internal Project Awards	B016300000	Confl Res, Hum Sec & Globl Gov	P20150000029277	Startup - Pugh	B00
UMBOS	108914	UMBOS	52130	Internal Project Awards	B016300000	Confl Res, Hum Sec & Globl Gov	P20150000029957	Startup - Ross	B00
UMBOS	109884	UMBOS	52130	Internal Project Awards	B016300000	Confl Res, Hum Sec & Globl Gov	P20170000035965	Startup - VanDeveer	B00
UMBOS	109915	UMBOS	52130	Internal Project Awards	B016300000	Confl Res, Hum Sec & Globl Gov	P20170000036363	GPG - Smyth	B00
UMBOS	109922	UMBOS	52130	Internal Project Awards	B016300000	Confl Res, Hum Sec & Globl Gov	P20170000036364	GPG - Weitzman	B00
UMBOS	109968	UMBOS	52130	Internal Project Awards	B016300000	Confl Res, Hum Sec & Globl Gov	P20170000036618	GPG - Kew	B00
UMBOS	108378	UMBOS	53406	Private Grants & Contracts	B016300000	Confl Res, Hum Sec & Globl Gov	S20140000026050	Governance of Natural Resource	B00
UMBOS	108559	UMBOS	53406	Private Grants & Contracts	B016300000	Confl Res, Hum Sec & Globl Gov	S20140000027544	Environmental Governance: Rese	B00
UMBOS	108757	UMBOS	53406	Private Grants & Contracts	B016300000	Confl Res, Hum Sec & Globl Gov	S20150000028938	Swiss contribution for Environ	B00
UMBOS	109250	UMBOS	53406	Private Grants & Contracts	B016300000	Confl Res, Hum Sec & Globl Gov	S201600000031284	2015 HoAREC - Integrated Lands	B00
UMBOS	109198	UMBOS	53406	Private Grants & Contracts	B016300000	Confl Res, Hum Sec & Globl Gov	S201600000031684	IHS Speaker Series AY 2015-201	B00
UMBOS	109745	UMBOS	53406	Private Grants & Contracts	B016300000	Confl Res, Hum Sec & Globl Gov	S201700000034826	2016 UNEP: Analysis of MEAs Im	B00
UMBOS	109890	UMBOS	53406	Private Grants & Contracts	B016300000	Confl Res, Hum Sec & Globl Gov	S201700000035869	Hierarchal Incompetence in Nat	B00
UMBOS	109955	UMBOS	53406	Private Grants & Contracts	B016300000	Confl Res, Hum Sec & Globl Gov	S201700000036472	Research Collaboration between	B00
UMBOS	110163	UMBOS	53406	Private Grants & Contracts	B016300000	Confl Res, Hum Sec & Globl Gov	S201700000038155	International Environmental Go	B00
UMBOS	110380	UMBOS	53406	Private Grants & Contracts	B016300000	Confl Res, Hum Sec & Globl Gov	S201800000039702	Conceptualizing the Global Pos	B00
UMBOS	107749	UMBOS	53416	Private G&C Federal Pass Thru	B016300000	Confl Res, Hum Sec & Globl Gov	S201200000023670	TOLERANCE: Training of Leaders	B00
UMBOS	109660	UMBOS	53416	Private G&C Federal Pass Thru	B016300000	Confl Res, Hum Sec & Globl Gov	S201600000034579	Tolerance (Part B): Training o	B00
UMBOS	110069	UMBOS	53416	Private G&C Federal Pass Thru	B016300000	Confl Res, Hum Sec & Globl Gov	S201700000035426	Infra-red technology to improv	B00
UMBOS	109610	UMBOS	53570	Private Gift Financial Aid	B016300000	Confl Res, Hum Sec & Globl Gov	R201600000034425	David Martz Fellowship MGS	H00
UMBOS	109756	UMBOS	53570	Private Gift Financial Aid	B016300000	Confl Res, Hum Sec & Globl Gov	R201700000035360	Rob Goodwin Current Use	H00

HR Acct Code
B103932
B107351
B110536
B103934
B108099
B107448
B106024
B108460
B108829
B108914
B109884
B109915
B109922
B109968
B108378
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B110380
B107749
B109660
B110069