

Fiscal Year End Schedule for Employee Travel & Reimbursement

Travel Expense Form

Business trips completed prior to 07/01/09 will be expensed in Fiscal Year 08/09 if the Travel Expense Form is delivered to Employee Travel & Reimbursement, 324 Blackwell Street, Suite 1000, Washington Bldg., Box 104144 by 5:00 p.m. Wednesday, 07/01/09.

Business trips completed after 06/30/09 will be expensed in Fiscal Year 09/10.

Miscellaneous Reimbursement Form

Reimbursement requests submitted on a Miscellaneous Reimbursement Form will be expensed in Fiscal Year 08/09 provided the supporting documentation indicates that the transaction occurred prior to 07/01/09. The Miscellaneous Reimbursement Form must be delivered to Employee Travel & Reimbursement, (324 Blackwell Street, Suite 1000, Washington Bldg., Box 104144) by 5:00 p.m. Wednesday, 07/01/09.

Experimental Subject Payment Form

Payment requests submitted on an Experimental Subject Payment Form will be expensed in Fiscal Year 08/09 provided the supporting documentation indicates that the transaction occurred prior to 07/01/09. The Experimental Subject Payment Form and any electronic files must be delivered to Employee Travel & Reimbursement, (324 Blackwell Street, Suite 1000, Washington Bldg., Box 104144) by 5:00 p.m. Wednesday, 07/01/09.

Travel Expense Forms and Miscellaneous Reimbursement Forms received after 07/01/09 (for expenses incurred prior to 07/01/09) will be accrued (expensed) by Employee Travel & Reimbursement based on the following schedule:

| <u>Form Received</u> | <u>Action</u> |
|-----------------------------|---|
| July 2 – July 7 | Accrue expenses in excess of \$999.99 in fiscal year 08/09 |
| July 8 – July 14 | Accrue expenses in excess of \$24,999.99 in fiscal year 08/09 |

For questions about travel or miscellaneous reimbursement transactions, contact Employee Travel & Reimbursement at 681-0208.