**WERG instructions for spending and reimbursement as of August 2010**

***Using Purchase Orders – for VWR or other companies that we have an account with***

* On orange form: Fill in Attn: Donna + YOUR NAME
* Purchase Order number = use my initials
* Fill in Vendor name
* Check Research and enter fund name from above
* Fill in date
* Fill in order info or attach document
* Give original to Rita
* Copy for me in my In Box, indicate that you’ve given the orig. to Rita

***Receiving packages***: Phyllis will receive the box, remove the packing slip and send it to you via email. You should print this page, verify the shipment is complete, attach it to your copy of PO page, and put in my In Box.

***Using yellow receipt documentation form - If you make a purchase with your own money (or from lab* *fund)***

* Attach receipt to yellow sheet (must be itemized receipt, not credit card slip)
* Fill in your name (if you use your own credit card, Rita must have the number on file)
* Sign the form
* Also write the date and the amount at the top
* Write the fund name under your signature
* Include brief description of the item’s use (experiment equipment, fieldwork supplies etc)
* Give original to Rita
* Copy for me in my In Box, indicate that you’ve given the orig. to Rita

***Travel reimbursement***

* Use the document : Travel worksheet – general.doc
* Use one per individual university employee
* Dates : fill in dates and times (see meals section at bottom)
* Accommodation:
	+ Check “provided” (someone else it paying) or fill in number of nights
	+ In ND you MUST get State Rate for hotels (max. $63 + taxes) - you cannot be reimbursed for more than that. PLAN AHEAD: in many cases hotel room at this rate are totally unavailable, you will have to call around – ask Suzy what to do if none are available……camp
	+ In MN, any rate is fine
	+ You must provide original receipts
* Transport
	+ Check “univ vehicle” (organize vehicles with Phyllis), or
	+ Check “receipts attached”, attach and fill in cost, or
	+ Check “personal car” and enter distance in miles (one way), enter 2 in to next box for round trip, and enter rate per mile: in ND and within 300 miles of ND border = $0.50 per mile; after 300 miles rate is $0.18
		- If two employees travel together, it is $0.50 all the time (forget the $0.18), but both names must be on sheet
* Meals
	+ Check “provided”, or
	+ Check “receipts attached” and attach (each individual must have their OWN receipts, not combined on one ticket, no alcohol, max. 15% tip), or
	+ Check “per diem”,
		- Enter rate: ND = $25 per day, MN = $46 for full days
		- Enter number of days, and/or number of individual meals (day \* 20% for breakfast, \*30% for lunch and \* 50% for dinner)
		- Be sure the number of meals you request matches the times of travel at the top of the form (you can claim breakfast if you travel before 7am, lunch if you travel before 1pm, and dinner if you are traveling before 7pm), so if you want breakfast, say you begin travel at 6am, if you want lunch say you are traveling between 12-1, and if you want dinner, say you are traveling until 8pm.
* Expenses paid by: fill in your name and last four digits of credit card if applicable
* Funds available: fill in fund name
* Notes: things that will help Rita and Suzy, but don’t say too much
* Sign it
* Give original to Rita + receipts
* Copy sheet and receipts and put in my In Box