

MINNEAPOLIS COLLEGE of ART and DESIGN

Business Services Expense Reimbursement

This is for **Employee or Student** reimbursements for purchases, travel expenses, and other expenses. Please attach documentation supporting the expense. More space for reimbursements are on page 2. Reimbursements under \$40.00 may be paid via petty cash; check the petty cash box below unless a check is preferred. Completed requests are due by 5pm on Fridays for a check to be cut the following Wednesday. A W-9 must be submitted for all new employees and students reimbursements due to IRS changes. Paper requests should be placed in the mail room or Business Services drop-box and electronic requests can be emailed to Accounts_Payable@mcad.edu. Incomplete forms will be returned to the requester.

For Accounting Office Only

☐ 1099 Misc Vendor ID: _____

☐ 1099 NEC _____

☐ 1042

☐ REI Only

Name: _____ Phone: _____

Department: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

☐ US Mail ☐ Hold for Pickup: call or email ☐ Include form with check ☐ Special Handling:

☐ Petty Cash (40.00 or under)

Expenses

Date	Place of Purchase	Business Purpose	Amount
			\$
			\$
			\$
			\$
			\$
Date	Travel Destination	Business Purpose	Mileage
	Total Miles	\$ 0.67 Rate Per Mile 01-01-2024	
		(Mileage Total with Expenses) TOTAL	

Fund	Object	Department	Project	Amount
				\$
				\$
				\$
(Mileage Total with Expenses) TOTAL				\$

Requested By: _____ Date: _____ Dept/Title: _____

Approved By: _____ Date: _____ Dept/Title: _____

**MINNEAPOLIS
COLLEGE of ART and DESIGN**

Business Office:

Continued Expense Reimbursement

Continued **Employee or Student** reimbursement form as needed. Re-add said requesters name and date to this page.

Name: _____ **Date of Request:** _____

Expenses

Date	Place of Purchase	Business Purpose	Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Date	Travel Destination	Business Purpose	Mileage
	Total Miles	\$ 0.67 Rate Per Mile 01-01-2024	
		(Mileage Total with Expenses) TOTAL	

Fund	Object	Department	Project	Amount
				\$
				\$
				\$
				\$
(Mileage Total with Expenses) TOTAL				\$