

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	\$ 0.585 Rate Per Mile (eff. 1/1/22-12/31/22)	
(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:** _____

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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	\$ 0.575 Rate Per Mile	
(Mileage Total with Expenses) TOTAL			

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