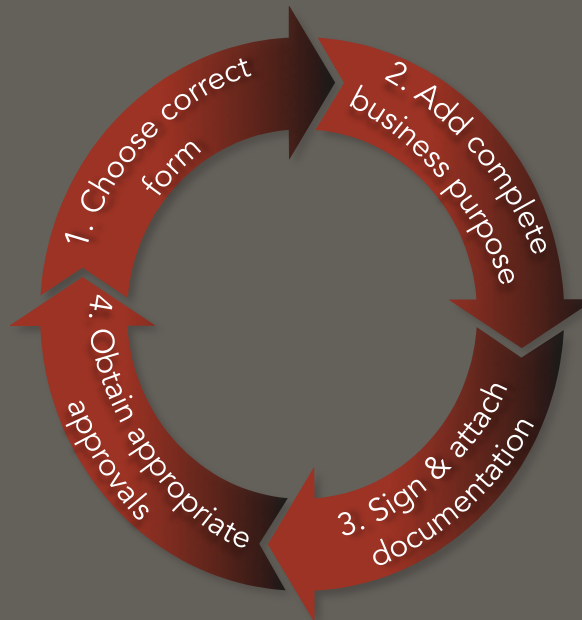


Travel-Related Expenses

- Use the Travel & Entertainment Expense Form found on finance.wfu.edu
- [Travel & Entertainment Expense Form Quick Guide](#)

Receiving a Reimbursement



Non-Travel Expenses

- Use the Expenditure Voucher Form found on finance.wfu.edu
- [Expenditure Voucher Quick Guide](#)



Less than \$50

Take it to the cashier's window to receive a cash reimbursement.

Is your reimbursement total less than or greater than \$50.00?

More than \$50

Send to Accounts Payable to receive reimbursement by check.



Additional Resources:

- [Business Purpose Quick Guide](#) to assist in providing a complete business purpose.
- [Submitting a Reimbursement Quick Guide](#) to provide guidance in providing proper documentation