Colgate University

Third Party Verification Form for Business Related Reimbursements

The purpose of this form is to obtain approval for the billing of any charges either directly to a University account or through the employee’s JP Morgan Chase card for expenses that will be funded by a third party. Expenses to be reimbursed by a third party (individuals, government, public or private entity) can be charged to the University if the expenses are for a purpose that fulfills the business purpose of the individual in carrying out their responsibilities as an employee of the University (business related). This form does NOT need to be completed for any activity that has been routed through the Colgate grant approval process.

Please complete the information below and send to the Accounting office.

Name of third party responsible for reimbursement: ______________________________________________

Bring explanation of business purpose

Estimated dates expenses will be incurred: From ___/___/____ to ___/___/____

Anticipated expenses (please check):

__ Lodging
__ Meals
__ Speaker fees
__ Airline
__ Mileage, etc...
__ Other expenses

Will these expenses appear on your JP Morgan card? Yes or No

Anticipated reimbursement date: ___/___/____

Please note we request that reimbursements should be remitted payable to Colgate University within 30 days of the occurrence. It is the obligation of the employee to ensure payment is remitted.

________________________  ________________
Employee Signature       Date