

GUIDE TO SPENDING FOR STUDENTS

Office of Accounting and Control
2024-2025 Academic Year



COLGATE UNIVERSITY

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Introduction

This guide aims to provide instruction for students spending on behalf of Colgate University and is a resource on how to document business-related [expenses](#). The university must report its annual spending—in accordance with the Internal Revenue Service (IRS) guidelines. This requires providing proof (in the form of a [receipt](#)) and descriptions (including the [business purpose](#)) of all business-related expenses by all faculty, staff, and students. When spending on behalf of Colgate, keep in mind that university policy is: utilize local vendors whenever available, choose the most cost effective options whenever possible, and [mileage](#) reimbursement should never exceed the cost of alternative transportation. All expenses are subject to review by the [Office of Accounting and Control](#).

Before making any purchases or acquiring business-related expenses with the intention of [reimbursement](#) (i.e. using a personal vehicle for an event), students must reach out to their [student organization adviser](#) or Colgate employee for approval.

Verbal or documented approval must be acquired prior to any transaction.

The student must obtain the [budget code](#) that will account for the expenses. Once approval and the budget code are obtained, there are different ways to purchase or spend on behalf of the university and the most suitable [method of payment](#) should be decided on with the student organization adviser.

Some common reasons students are approved to purchase or spend on behalf of the university include but are not limited to:

- Leading a student organization
- Membership of a club or intramural sports team
- Attending a conference for your studies
- Doing research work
- Volunteering with a local organization
- Buying supplies for an event
- Driving on behalf of a department

Please reach out to the Accounting team with any questions regarding this process.

EMAIL

accounting@colgate.edu

PHONE

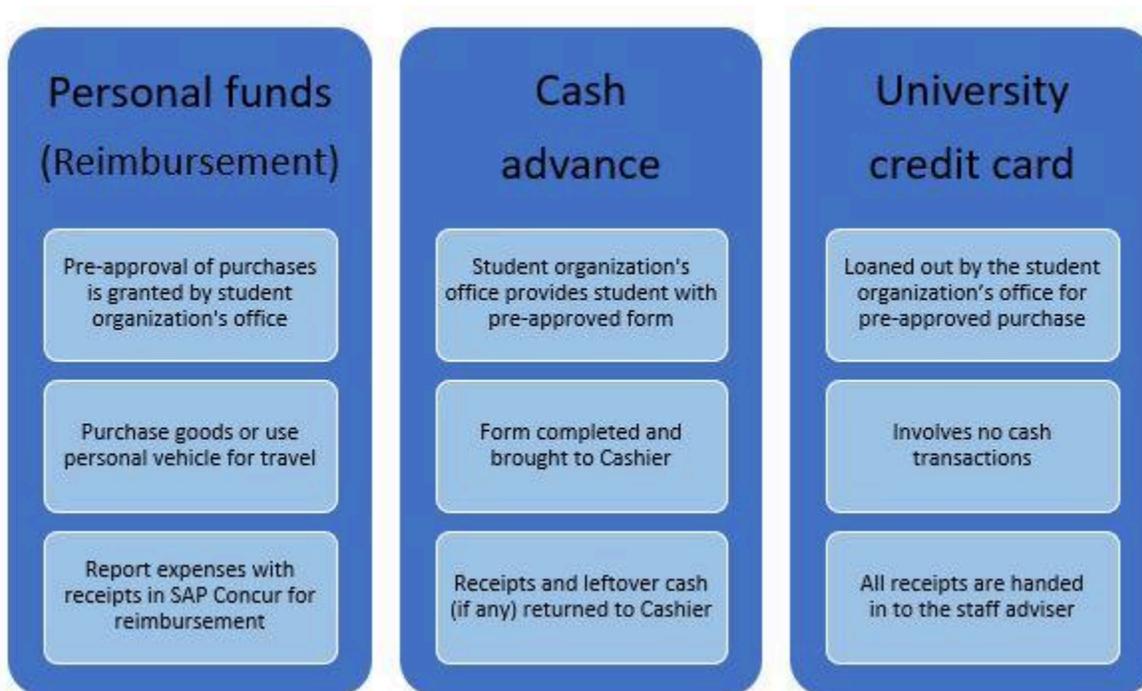
315-228-7413

VISIT

James B. Colgate Hall, Ground Floor



Methods of Payment for University Expenses



Before paying for any expense with any method, you must have:

- Verbal or documented approval
- A business purpose or the reason the expense was incurred for the university.
 - Expenses must be in connection with a pre-approved activity or event
- Proof in the form of a [receipt](#) (original or photocopy)
 - Proof of mileage should include a [Google Map](#) showing the trip destination(s) with the total number of miles traveled (this will be calculated in Concur)
- Budget code provided by Colgate employee or student organization adviser

Option 1: Personal Funds (Reimbursement)

Once approval has been obtained and the student and student organization adviser determine a student should use their personal funds for business-related expenses, they can purchase on behalf of the university.

Without approval, you may not be eligible for reimbursement.

Students must keep the receipts of all transactions. Within 30 days of the transactions, the student must create an expense report to be reimbursed for all pre-approved expenses. Colgate University uses the [SAP Concur](#) platform to record expenses and mileage.

Upon completion of the expense report, it will be:

- Submitted by the student in the SAP Concur platform
- Reviewed for accuracy and completion (all required information is obtained)
- Approved by the appropriate staff member overseeing the organization or activity
- Approved by the Accounting team to be processed for payment within 30 days

See appendix B for the [Student Reimbursement Workflow](#).

SAP Concur

There are two methods to use this platform: the SAP Concur smartphone application and in an internet web browser. **It is highly recommended and preferred** to download the application to use the built-in photo option to capture your receipts. This automatically saves your receipt images in Concur for you.

For all expenses other than mileage, you will need to include a photo of a corresponding receipt. You will not be reimbursed without proof of the purchase.

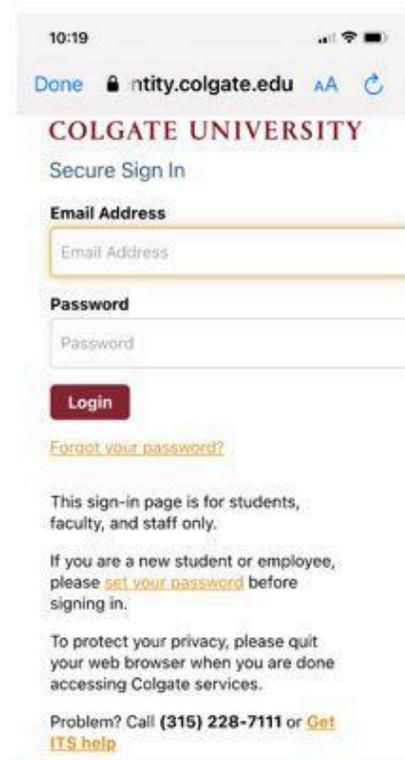
To avoid accidental loss of receipts, it is best practice to take a picture as soon as you receive your receipt from a vendor. In the web version, you will be able to view the receipts submitted through the app. You can also upload copies of receipts to your computer and upload them in the web version.

You will use your Colgate Portal login credentials for both the smartphone app and the web version of SAP Concur. Using these credentials also requires you to follow multi-factor authentication prompts.

Smartphone Application

Getting Logged In for the First Time

Download “SAP Concur” from the app store. Use your Colgate email, and Portal password to sign in. It will then direct you to the Colgate Portal which will follow with multi-factor authorization prompts to accept. You will be brought to the SAP Concur platform where you will create an expense report.



STEP 1
Download the app from the app-store on your phone

STEP 2
Enter your Colgate email
Click 'Next'

STEP 3
Enter your Colgate Portal credentials and accept Duo prompts

Once you have downloaded the app and logged in for the first time, you can skip or view any tips or screen views.

After exiting the app, you will be brought to the home screen upon re-entry into the app.

Using SAP Concur For Your Expenses

You may access the SAP Concur Mobile App User Resources for [iPhone](#) or [Android](#) to view screen guides as well as video tutorials or follow the steps below.

To be prepared for upcoming semester expenses, the student must obtain approval from the student organization adviser and then purchase and collect receipts of expenses.

An expense report will need to be created to account for expenses being reimbursed back to the student. All expenses must be included in an expense report. An expense can only be included on and reimbursed from one report.

There must be at least one expense on a report to be submitted for reimbursement but it is preferred to consolidate multiple expenses on one report based on the event, organization, or by the month (i.e. a formal dance event, weekly meetings, or monthly mileage).

This is helpful to all staff that must approve the expenses for budget deadlines and reporting requirements. It reduces the time it takes to review the expenses if they are all together.

Reports may also be sent with a single expense on them if there are not a lot of expenses regularly accumulating but should be avoided when possible unless you have multiple expenses for more than one organization or budget code, you should create one report per budget code.

Reminder: All expenses require proof in the form of a receipt (original or photocopy) and these can be captured in the SAP Concur app prior to creating a report. Receipts should be captured as soon as you obtain them. The camera icon in the bottom right corner of the home screen is how you can access this feature quickly. All receipts captured in the app are available in both versions of SAP Concur, the app and the web browser.

It is most common to capture receipts ([Part 1](#)) and expenses first, and then create an expense report ([Part 2](#)) but you can also do this in reverse by creating the report first. Instructions for Part 1 and Part 2 are listed below. [Part 3: Adding Expenses to the Report](#) will follow for another method of adding expenses.

Part 1: Capturing Receipts

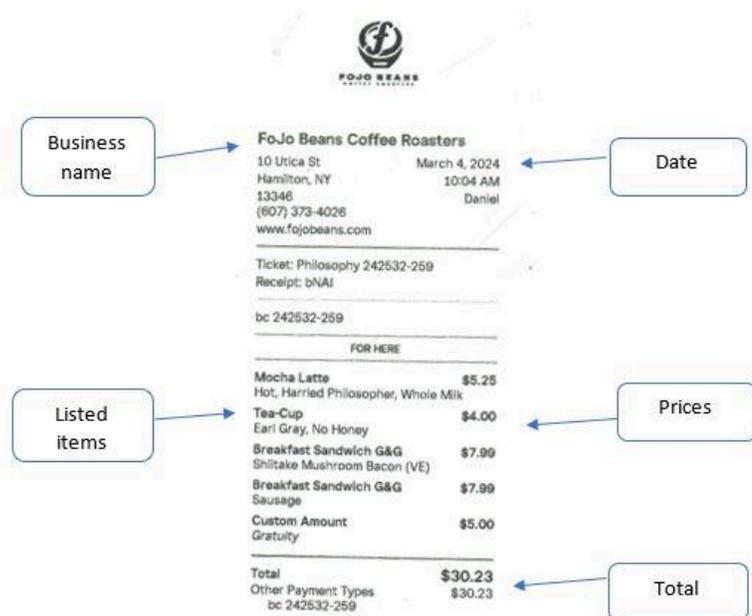
You can take photos of receipts with your phone at any time. See the steps below.

You can also take photos on your phone and upload them from your Photos.

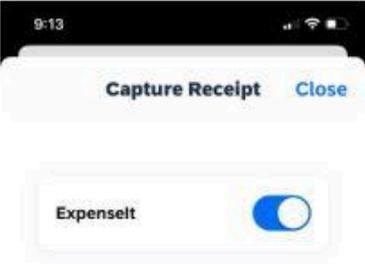
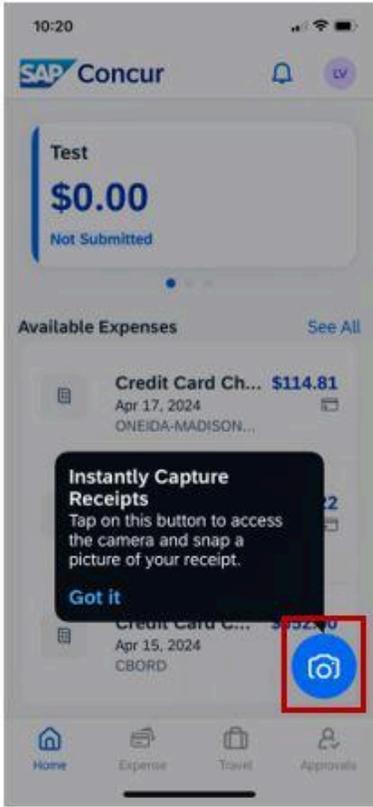
Acceptable receipts include:

- The business name,
- Date of the transaction,
- Listed items and prices,
- The total paid.

Receipts should be legible and not worn or faded.



You may also have receipts in your email from online purchases. You can save the email receipt or confirmation listing all of the required details above and upload that as your receipt of purchase.



Capture receipts with one tap

Our home screen has been redesigned to provide easy access to the camera with just a single tap, enabling you to quickly capture pictures of receipts while on the move.

Instantly Capture Receipts
Tap on this button to access the camera and snap a picture of your receipt.
Got it

Don't wait until you get back to your computer to start your expense report.

Simply take photos of your receipts as you receive them, and Expenselt takes care of the rest by turning your receipts into expense entries automatically.

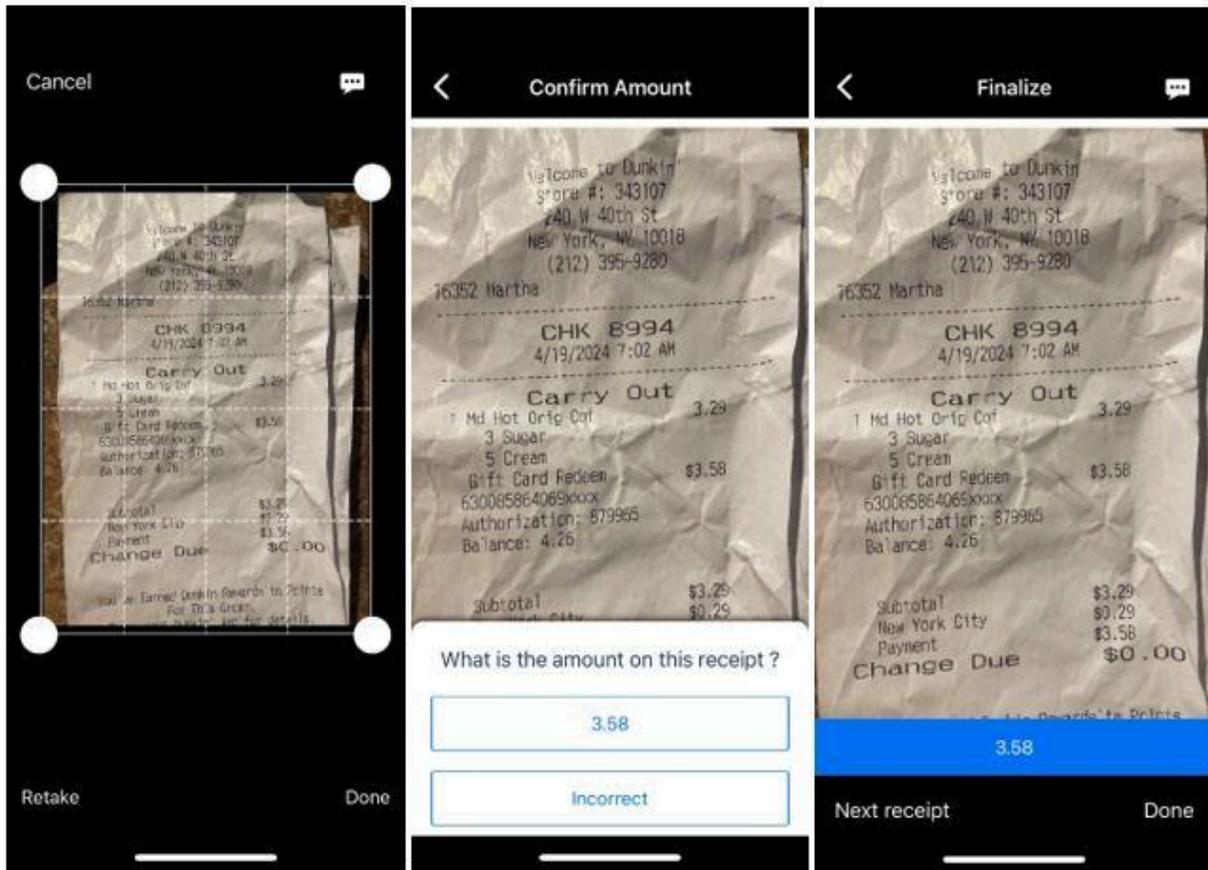
You can always disable it in Settings if you change your mind.

OK

For your first receipt, when clicking on the camera icon, you may be redirected to Expenselt screen. This is a feature that will automatically categorize your expense types. Hit OK

Your camera may open or you may need to allow the app to have access to your camera first.

See the steps below to capture a receipt through Concur.



STEP 1

Take a picture of the receipt and use the white corner dots to crop the image.

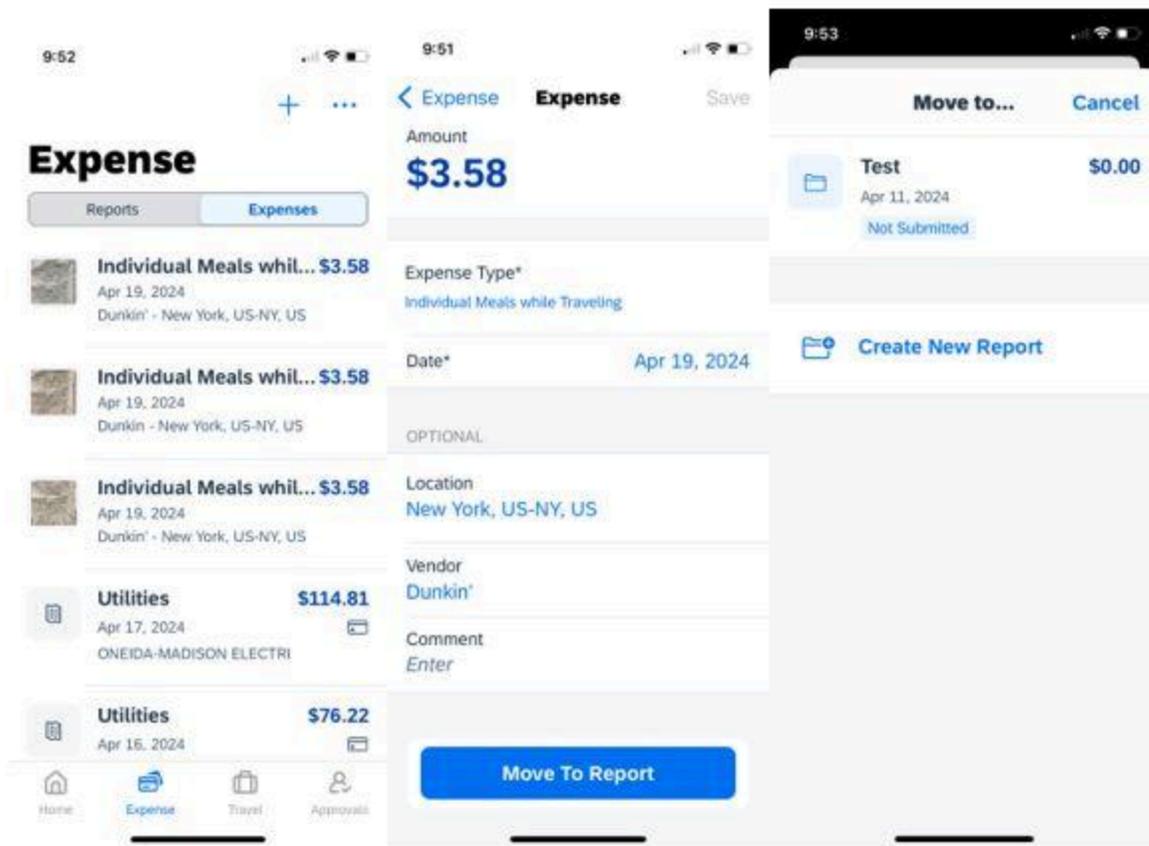
STEP 2

Confirm the receipt amount if it matches or edit the amount if incorrect

STEP 3

Finalize by selecting Done unless you have more receipts to enter with Next receipt

You will either repeat these steps to continue adding receipts or select Done to continue on with the following steps.



STEP 4

View receipts in list of Expenses
Click on the expense

STEP 5

Verify the detail accuracy and/or Enter a comment if needed
Click on Move to Report

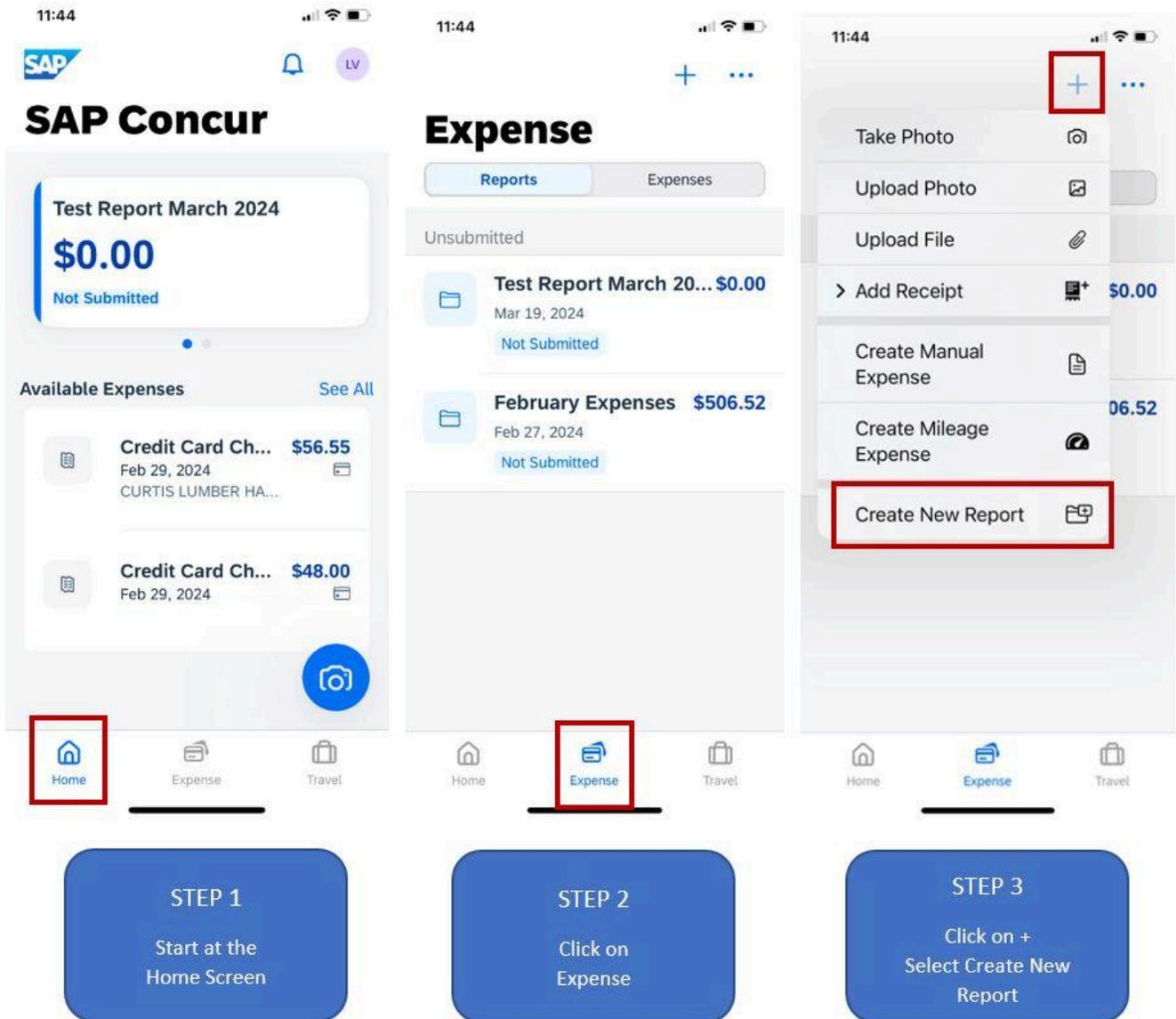
STEP 6

You can either select a previously created report from the top or Create New Report

To create a new report from adding expenses first (like above) in **STEP 6**, click on Create New Report and follow the steps below for [Report Header Required Fields](#).

If you do not yet wish to create a report, you can temporarily pause at **STEP 5** and return to the home screen. From the home screen, you can also create a new report with the following steps.

Part 2: Create an Expense Report



Report Header Required Fields

To finish creating a report, continue with the following steps to fill-in the required report header fields. These are required for university reporting purposes.

Some fields may automatically fill in; you must verify you have the correct selections based on the instructions.

Step 4 Report Header Required fields *continued...*

STEP 4
Required fields
continued

11:45

Cancel New Report Create

Report Name*
3.19.24 Report

Start Date of Expenses*
Mar 17, 2024

End Date of Expenses*
Mar 17, 2024

Business Purpose*
Misc Expenses

Fund/Org*
Office of Accounting and Control

Form of Travel*
Non-Travel Expenses

Comment

Report Date

Business Purpose

Reason the expense was incurred on behalf of the university.

ONLY 3 SELECTIONS ARE TO BE USED BY STUDENTS

1. **Conference Travel** is only used if *traveling* for a conference. NOT to be used for fees pertaining to an online conference.
2. **Research** is only used if traveling for research purposes.
3. **Misc Expenses** is used for all other expenses.

Form of Travel

Accounts for the type of travel (if any) for the university reports.

ONLY 3 SELECTIONS ARE TO BE USED BY STUDENTS

1. **Domestic** is used when traveling inside the U.S.
2. **International** is used when traveling outside of the U.S.
3. **Non-Travel Expenses** is used if you are not traveling or you only have a receipt of purchase.

Step 4 Report Header Required fields *continued*...

11:45

Cancel **New Report** Create

Report Name*
3.19.24 Report

Start Date of Expenses*
Mar 17, 2024

End Date of Expenses*
Mar 17, 2024

Business Purpose*
Misc Expenses

Fund/Org*
Office of Accounting and Control

Form of Travel*
Non-Travel Expenses

Comment

Report Date

STEP 4
Required fields
continued

Fund/Org

5- or 6-digit number that you need to obtain from the staff adviser.

This will default to (46054) Student Reimbursement and must be changed to the budget code you were provided with approval from the student organization adviser.

If you do not change this code, your report will be returned and reimbursement will be delayed.

To find your budget code, you can search by the name of the organization or the number provided to you.

6:19

Q 801 Cancel

801302
13 Degrees

801031
Active Minds

801199
Aerial Arts Club

801601
African Student Union

"801"

1 2 3 4 5 6 7 8 9 0

- / : ; () \$ & @ "

+= . , ? ! ' < >

ABC space search

6:19

Q Student Cancel

801601
African Student Union

245884
Anderson,Warren MStudent Research

801630
Armenian Student Association

801602
Black Student Union (BSU)

"Student" Students Student's

q w e r t y u i o p

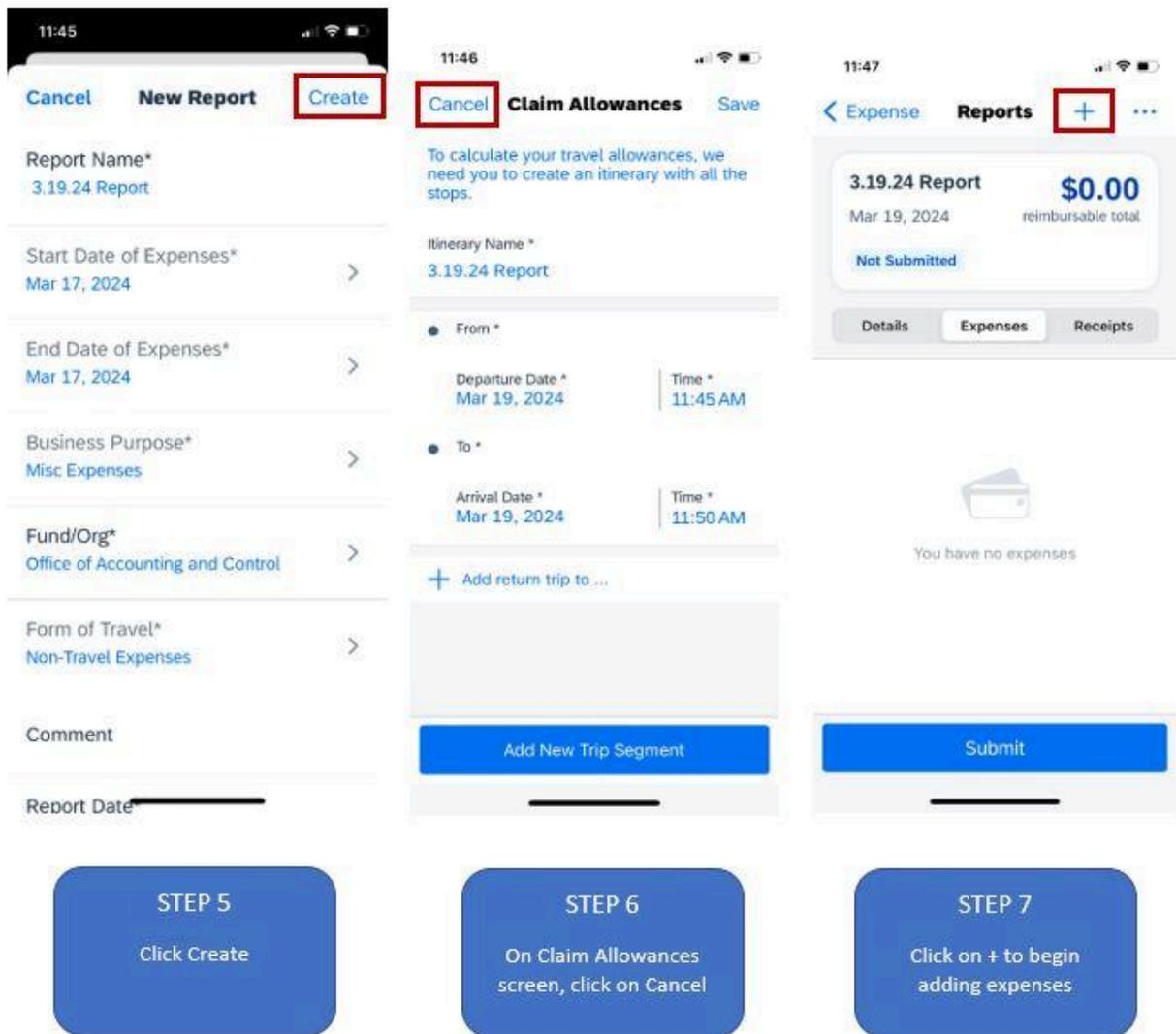
a s d f g h j k l

↑ z x c v b n m < >

123 space search

Search by
name

Search by
number



You can stop at this point if you are not done obtaining receipts. Your reports will remain in your account until you have submitted or deleted them.

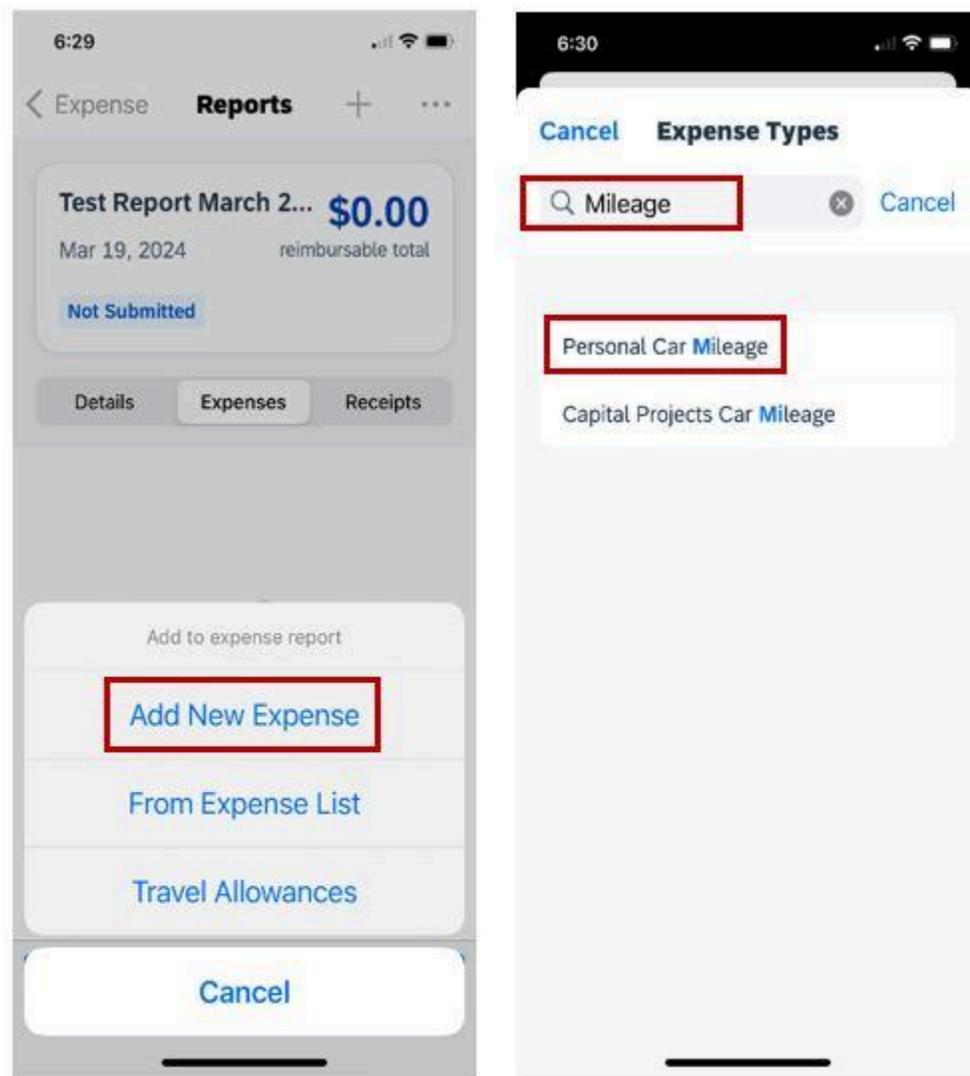
DO NOT SUBMIT YOUR REPORT YET UNLESS IT IS COMPLETE.

Part 3: Adding Expenses to the Report

There can be multiple types of expenses reported together. Some expenses are more common than others. See [Commonly Used Expense Types](#). These expenses are categorized in Concur. Many expenses will match the expense type names; others may not fit any particular category. In this case, please use **Program Expense**.

If you already have receipts uploaded into the app through [Part 1](#), you have the option to click on 'From Expense List' as shown below to view those expenses. This will give you the option to select the expense(s) and select 'Move To Report.' You will NOT need to use 'Travel Allowances.'

To add expense(s) to the report that were not previously captured, follow the steps below showing the most common example of this: personal car mileage.



STEP 8
Click Add New Expense

STEP 9
Begin typing the expense type or click on the magnifying glass

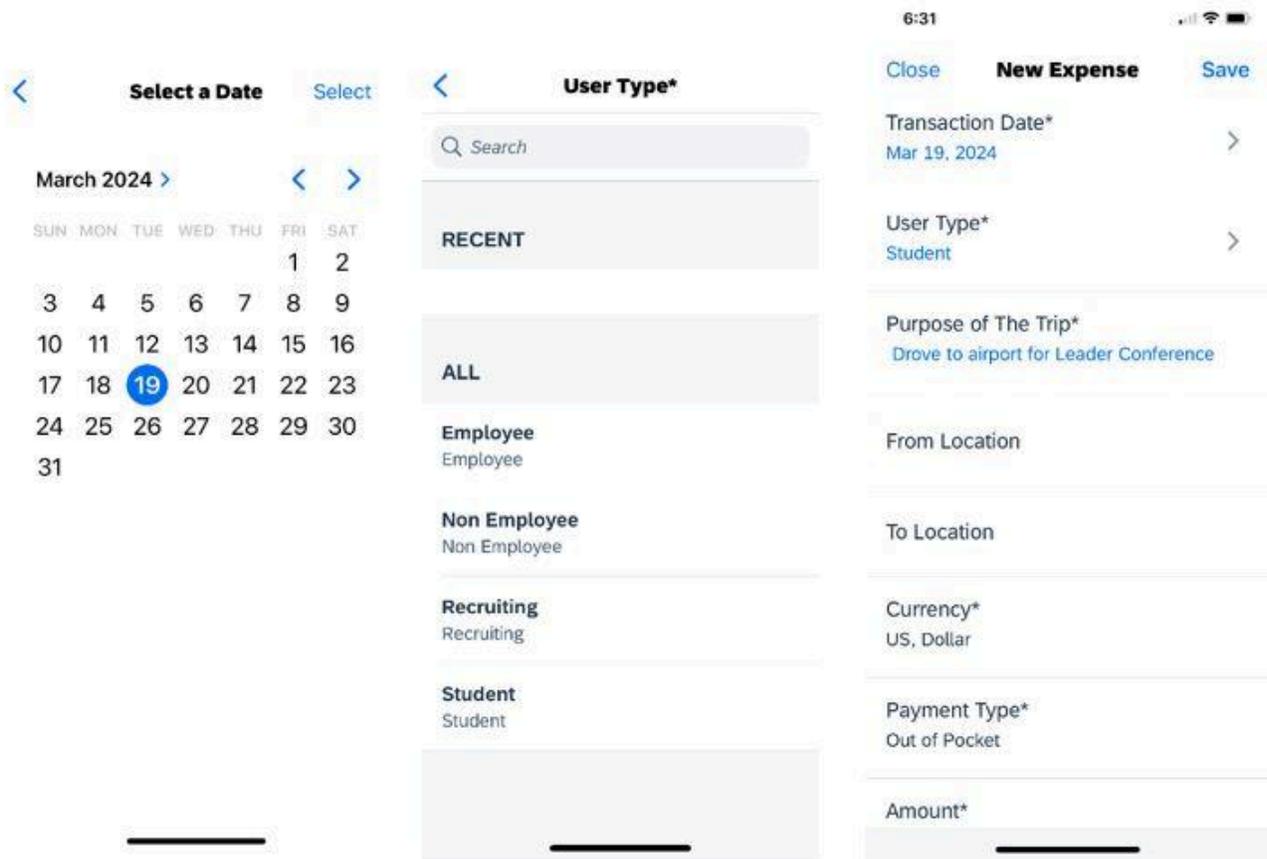
STEP 10
Click on the expense type you have from the list that pops up

Reminder: if you have gas receipts, you can only be reimbursed for gas purchased for a Colgate University vehicle or a rental car from an outside provider.

Gas cannot be reimbursed for your own personal vehicle. You must be reimbursed for mileage when using your own personal vehicle. This cost factors in gas and wear and tear on your vehicle.

Adding an Expense for Personal Car Mileage

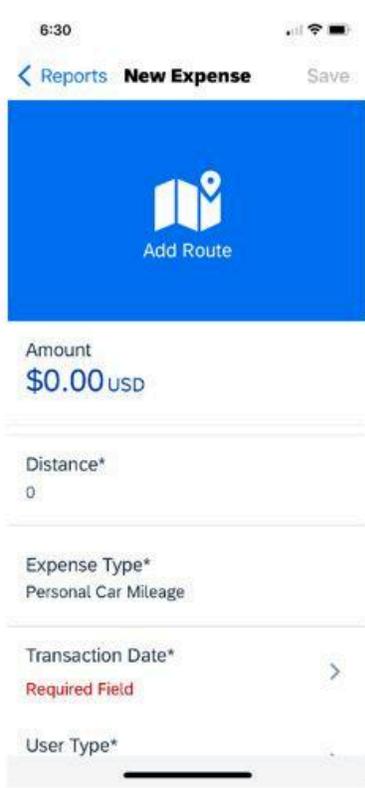
After completing the last three steps to add a new expense, proceed with the following steps.



STEP 1
Select the actual date traveled

STEP 2
Select User Type Student

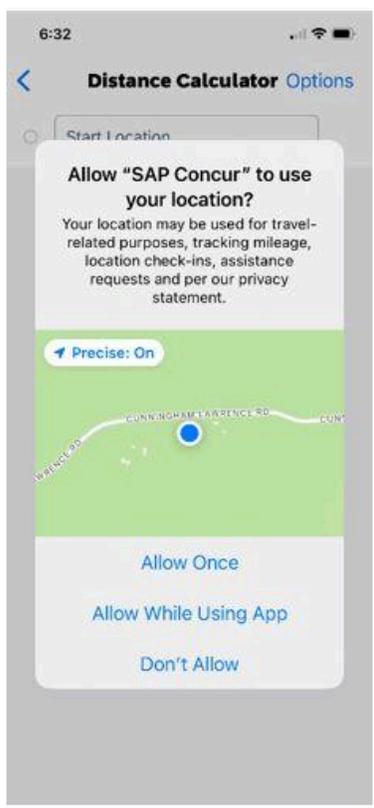
STEP 3
Enter the Purpose of the Trip



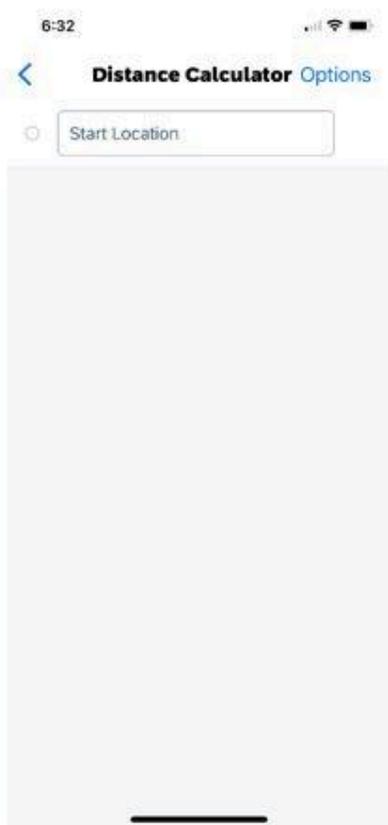
STEP 4
Click on
Add Route



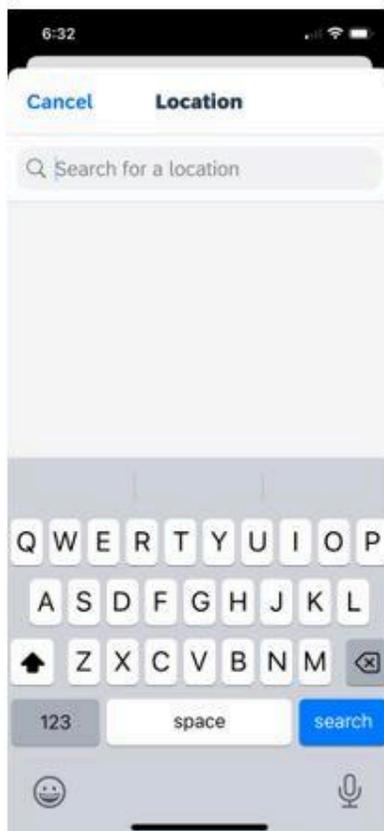
STEP 5
Click on
Start Location
Click Continue



STEP 6
Click on
Allow While
Using App



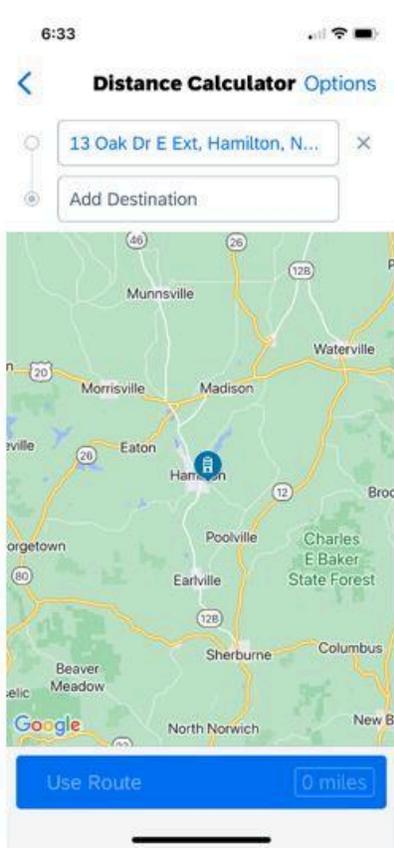
STEP 7
Click on Start Location



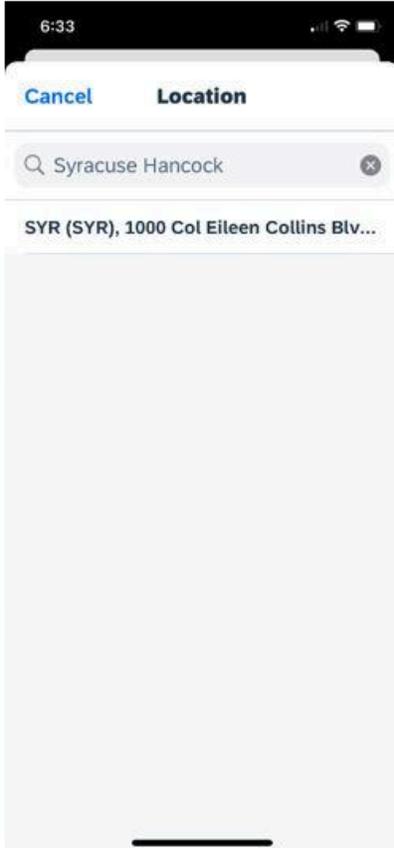
STEP 8
Enter the address or search by the location name



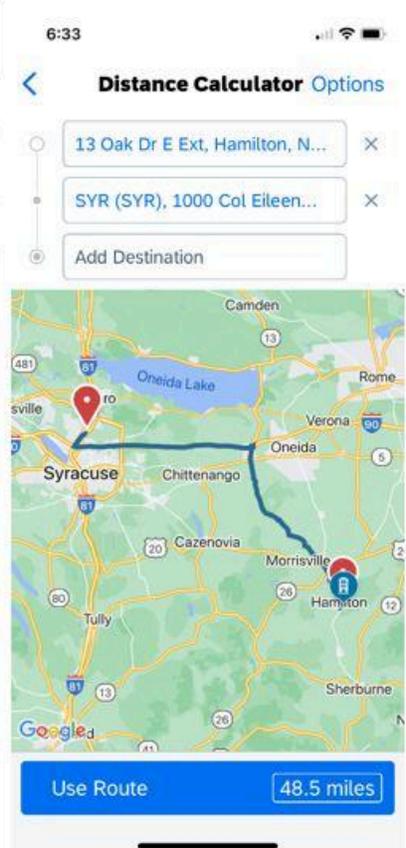
STEP 9
The address will pop up, Click on it



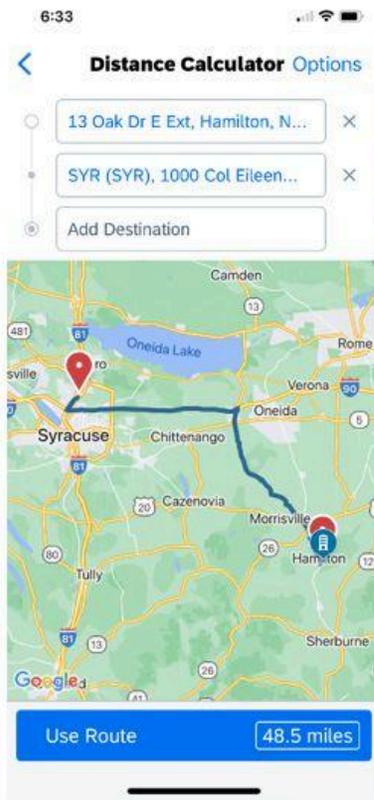
STEP 10
Click on Add Destination



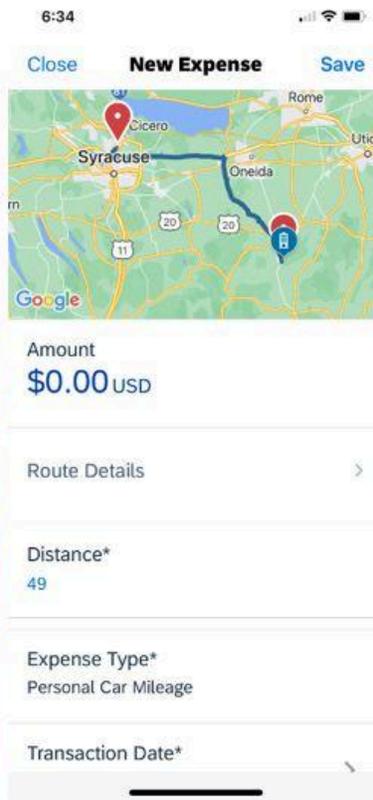
STEP 11
Enter the address or search by the location name



STEP 12
Add any other destinations or if Round trip, add the initial location



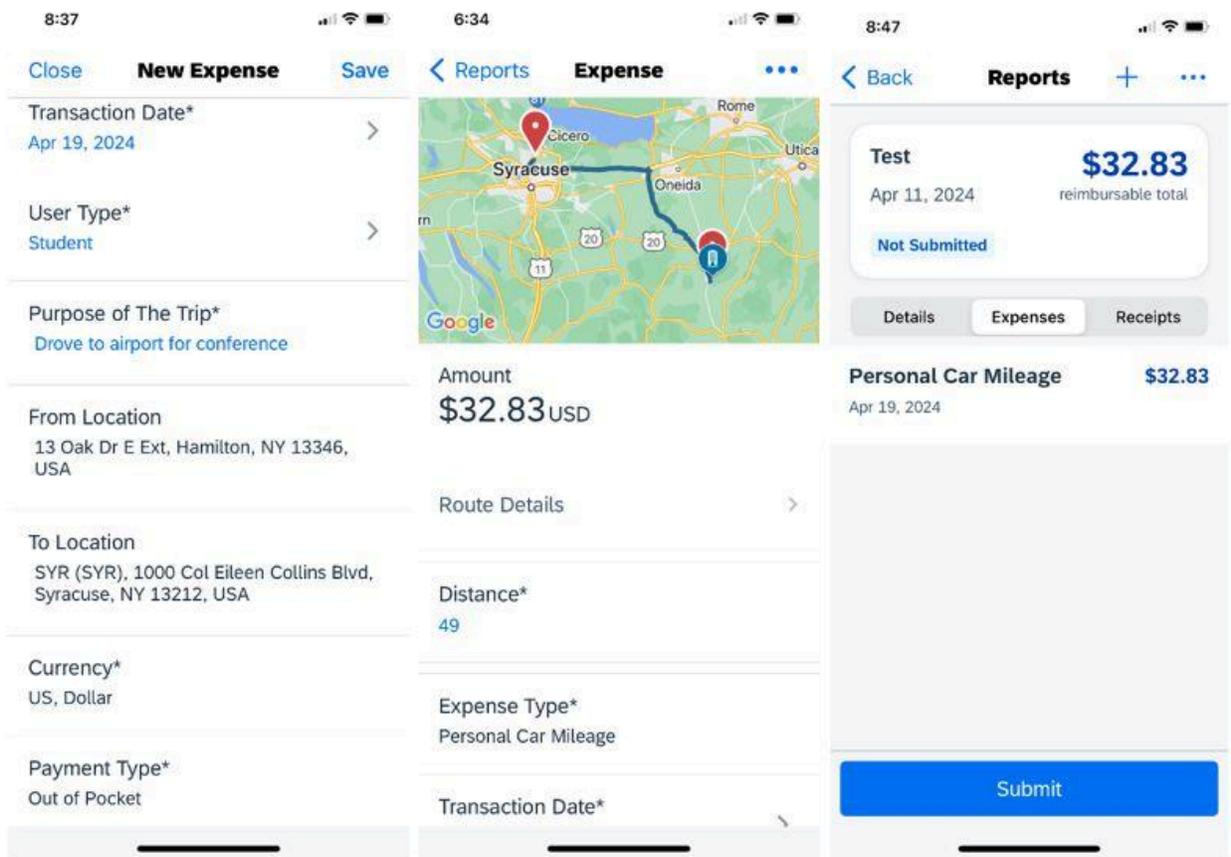
STEP 13
 Verify the total miles at the bottom, click on Use Route



STEP 14
 Scroll down to view the Required Fields for the expense.



STEP 15
 Verify all required fields are complete and accurate.



STEP 16
Click Save

STEP 17
Click on < Reports to go back to your report

STEP 18
Your expense will add to your report

Once the expense is added to the report, you can add other expenses by repeating steps from [Part 3: Adding Expenses to the Report](#).

If this is your only expense, you can skip ahead to steps on [Submitting an Expense Report](#).

Verify that any automatically categorized expenses previously uploaded are listed accurately by checking the descriptions of the [Commonly Used Expense Types](#) below.

(i.e.: if you have an Amazon purchase of party supplies, Amazon purchases often categorize automatically as Books. This will need to be changed.)

If everything seems accurate, skip ahead to steps on [Submitting an Expense Report](#).

Commonly Used Expense Types

Expense categories that should NOT be used by students are labeled as: Library Use, Capital Projects (9XXXXX), Facilities Use, Bookstore Use, Misc Credits (Minus), Study Abroad, Accounting Department (Only), and Uncategorized. Categories for student use are below.

Travel Expenses

Hotel: If you need to stay in a hotel or other accommodation while attending a conference or event on behalf of the university, these expenses may be reimbursed.

Transportation

Personal Car Mileage: Any approved travel in a personal vehicle will be reimbursed at a fixed rate according to IRS guidelines. Effective January 1, 2024, the reimbursable mileage rate is 67 cents per mile. The expense is a calculation intended to absorb costs such as gasoline, and wear and tear on your vehicle.

- You will use the built-in Mileage Calculator by entering your starting and ending destinations.

Airfare, Train, Taxi/Shuttle/Ground Transportation: Expenses related to airfare, train tickets, or other forms of transportation to attend conferences, events, or meetings may be eligible for reimbursement. These are each their own expense type.

Gasoline: Expenses related to gasoline for the vehicle used for transportation to attend conferences, events or meetings.

- **University Vehicle (Gas receipts):** For vehicles rented directly from Colgate University.
- **GAS/Fuel (Rental Vehicle):** For external rentals (i.e. Enterprise, Alamo, Hertz, etc.)
- **Gasoline is NOT reimbursed for your own personal vehicle;** these expenses are absorbed in mileage reimbursement.

Parking: Expenses to park the vehicle used for transportation for the university

- The university will **NOT** reimburse for parking fines.

Tolls/Road Charges: Expenses related to tolls on the highway while traveling

- The university will **NOT** reimburse for extra fees and charges related to unpaid tolls.

Meals: Business Function

Food-Student Meetings: Reasonable costs for meals with students for meetings for university-related purposes may be reimbursed.

- When purchasing individual meals for more than one person, list each attendee.
- When purchasing a large order to be shared family style, list the group name.

Individual Meals while Traveling: Reasonable costs for meals incurred while traveling for university-related purposes may be reimbursed.

Fees

Conference Registration Fees: Any fees associated with registering for academic or professional conferences related to your field of study may be reimbursed.

Entrance Fees: Expenses related to an organization outing where entrance fees were due to attend (i.e. museum entrance)

Professional Dues/Memberships: Membership dues for professional organizations relevant to your field of study or career aspirations may be reimbursed.

Other

Program Expense: Expenses for supplies or materials needed to organize or host events on behalf of student organizations or university departments may be reimbursed. Expenses related to a program or event that do not fit other expense categories.

Printing: Expenses for printing and copying materials related to student organization activities, research projects, or other university-related tasks may be reimbursed.

- It is preferred, when applicable, printing be ordered with University Printing located in O'Connor Campus Center.

Postage: Expenses for sending mail on behalf of the university for an event.

- It is preferred, when applicable, that postage be handled with Mail Services in O'Connor Campus Center.

Computer Minor Equipment: Purchases of hardware, or other technology-related items necessary for research, academic projects, or student organization activities may be reimbursed.

Software: Purchases of software necessary for research, academic projects, or student organization activities may be reimbursed.

Research Materials: Purchases of materials and laboratory supplies necessary for research projects conducting fieldwork on or off-campus may be eligible for reimbursement.

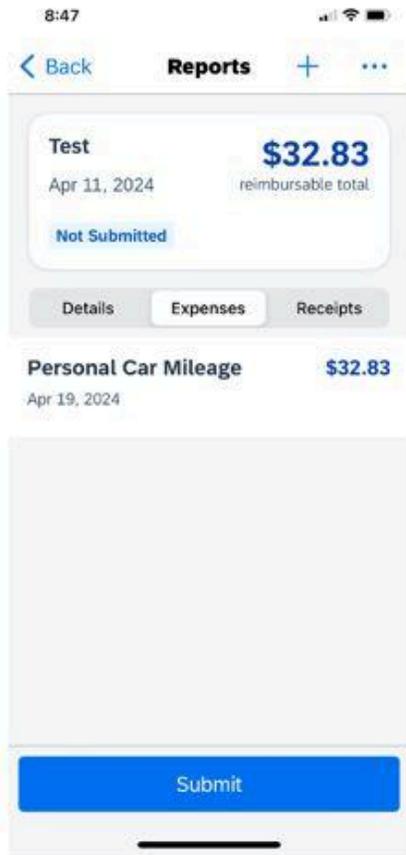
Books: Purchases of books or journals, including those for research purposes.

- This does **NOT** include university textbooks that should be purchased through the Colgate Bookstore.

Training: Costs associated with attending training sessions, workshops, or seminars that contribute to your academic or professional development may be reimbursed.

Part 4: Submitting an Expense Report

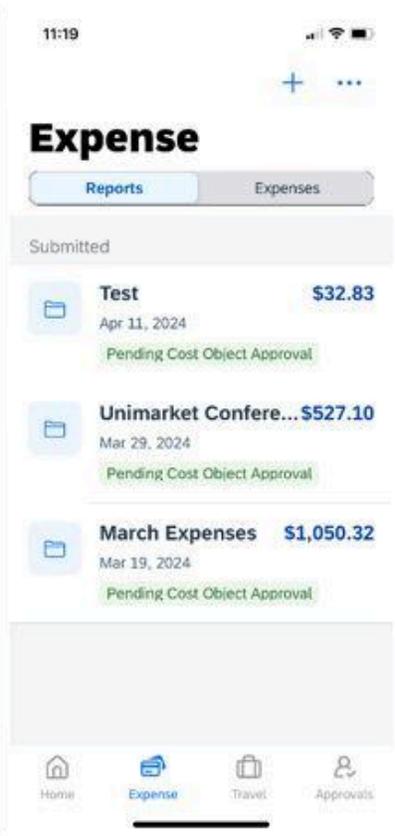
After adding expenses, the system will alert you of any issues which could include not having a receipt attached or missing information. Once all expenses have been added and properly categorized to the appropriate expense type, you can submit the report with the steps below which will then begin the approval process.



STEP 1
Verify the details and click Submit



STEP 2
Read the User Electronic Agreement before clicking Submit

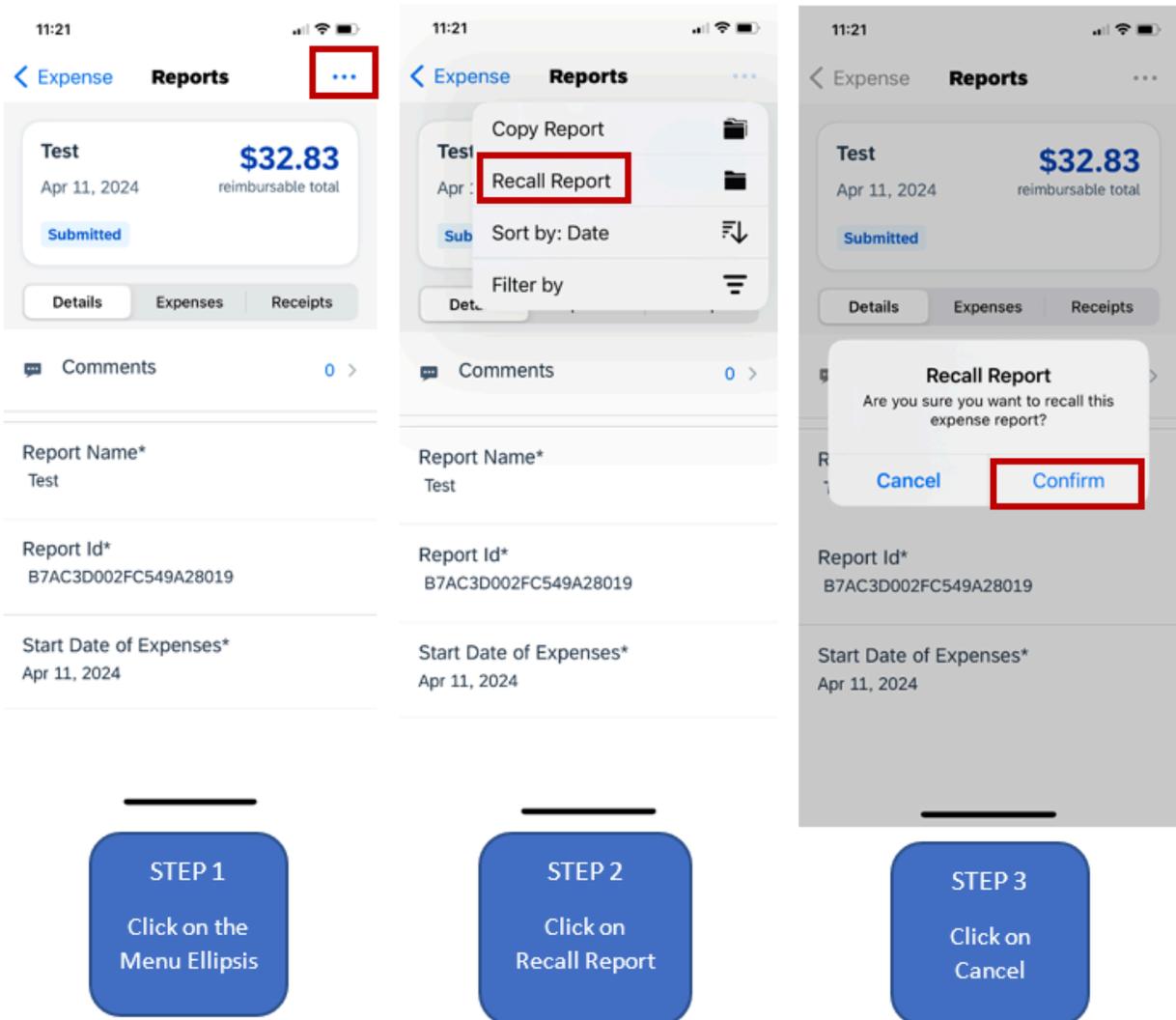


STEP 3
You will see the report under your Submitted reports with a Pending Cost Object Approval Status

Your report will now enter the approval process. If you realize you have an error or need to add a receipt, you can recall the report.

Recall a Report

You have the option to Submit it again after you have made changes or you can click on the menu and delete the report if needed. As the report goes through the approval process, it will change in status.



Report Status

Not Submitted: The report is not complete and has not successfully been submitted for review.

Submitted/Pending Cost Object Approval: The report has been successfully submitted by the student and is now in review with the budget manager(s).

Approved & In Accounting Review: Budget manager(s) approval is complete and is now in review with the accounting department.

Sent for payment: Accounting approval is complete and the payment information has been sent to the accounting system to be paid within 30 days. You will receive a reimbursement payment.

See the section on [Getting Reimbursed](#) about payment information.

Web Browser

Getting Logged In

To access SAP Concur, open a web browser on your computer. You can copy and paste the web address below into your browser or you can click on [this link](#).

<https://us2.concursolutions.com/home>

Use your Colgate email, and Portal password to sign in. It will then direct you to the Colgate Portal which will follow with multi-factor authorization prompts to accept. You will be brought to the SAP Concur platform where you will create an expense report.

SAP Concur

Sign In

1 Username, verified email address, or SSO code

Next

Remember me

[Forgot username](#)

[Need help signing in](#)

[Learn about SAP Concur for your business](#)

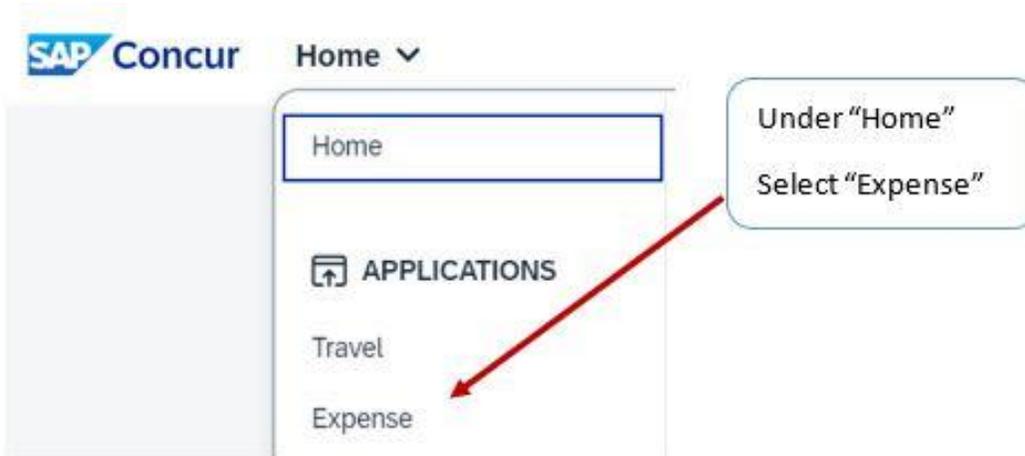
SAP Concur

How to Create an Expense Report (Web Browser)

Access the SAP Concur User [Resources](#) to view screen guides as well as video tutorials.

STEP 1: When you have signed into the web, you will come to the Home Screen

STEP 2: Click on the “Home” dropdown; select Expense

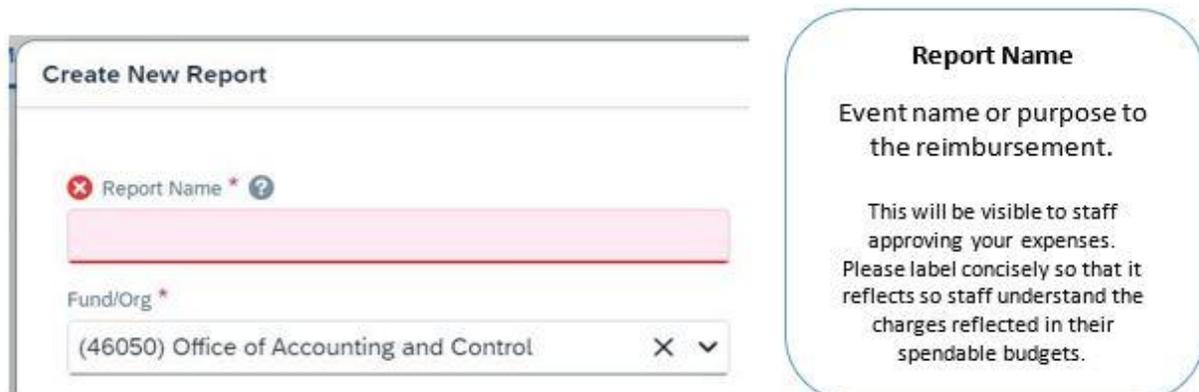


STEP 3: Click on “Create New Report”



STEP 4: Enter all [required fields](#) for the report: Report Name, Start and End Date of Expenses, Business Purpose, Fund/Org, and Form of Travel

STEP 5: Skip the Travel Allowance section. It should be marked as “No, I do not require Travel Allowance” Claim Allowances

A screenshot of the 'Create New Report' form. The form has a title 'Create New Report' and a red 'x' icon. The first field is 'Report Name *' with a red 'x' icon and a question mark icon. Below it is a pink input field. The second field is 'Fund/Org *' with a dropdown menu showing '(46050) Office of Accounting and Control'. To the right of the form is a callout box with the title 'Report Name' and the text: 'Event name or purpose to the reimbursement. This will be visible to staff approving your expenses. Please label concisely so that it reflects so staff understand the charges reflected in their spendable budgets.'

Start Date of Expenses *

MM/DD/YYYY

End Date of Expenses *

MM/DD/YYYY

Fund/Org *

Text Search by Text

Text Missing required information.

Code 08/21 Schult Chan Zuckerberg

Either 0 Pine Street (Wayne Foster)

(51117) 100 Broad St - Creative Arts House

(913301) 100 Hamilton Fuel Convers/Masonry

(51111) 102 Broad Street (Cushman House)

(919949) 104 Broad Ext Updates (Windows)

(51194) 104 Broad St (Phi Gam)

(919950) 104 Broad Street Renovations

Fund/Org

5- or 6-digit number that you need to obtain from the staff adviser.

Accuracy is important to ensure your charges get funded from the correct source.

Click on the Text Dropdown and select "Either" to search by the Code or Text to find the budget code.

Business Purpose *

None Selected

Conference Travel

Donor Visit

JPM Expenses

Misc Expenses

Recruiting

Relocation

Research

Business Purpose

Reason the expense was incurred on behalf of the university.

Choose one of the following:

Conference Travel
Misc Expenses
Research

The remaining options are for STAFF USE ONLY

Travel Allowance

Will you be using Domestic Per Diem?

- Yes, I require Travel Allowance
- No, I do not require Travel Allowance

Do not change this area

Form of Travel *

None Selected

- None Selected
- Athletics - Off Campus Recruiting
- Athletics - On Campus Recruiting
- Athletics - Team Travel
- Domestic
- International
- Non-Travel Expenses

Form of Travel

Use this if traveling inside the US

Use this if traveling outside of the US

Use this if not traveling or you only have a receipt of purchase

STEP 6: Click on "Create Report" [Create Report](#)

STEP 7: Click on "Add Expense," then "New Expense"

Home / Expense / Manage Expenses / Colgate Event

Colgate Event \$0.00

Not Submitted | Report Number: A8JW1M

Report Details | Print/Share | Manage Receipts | Travel Allowance

[Add Expense](#) [Create](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move](#)

Add Expense to Report

Available Expenses (5) [New Expense](#)

Select an expense type for the new expense

mil

02. Transportation

Personal Car Mileage

To begin adding the expense(s):

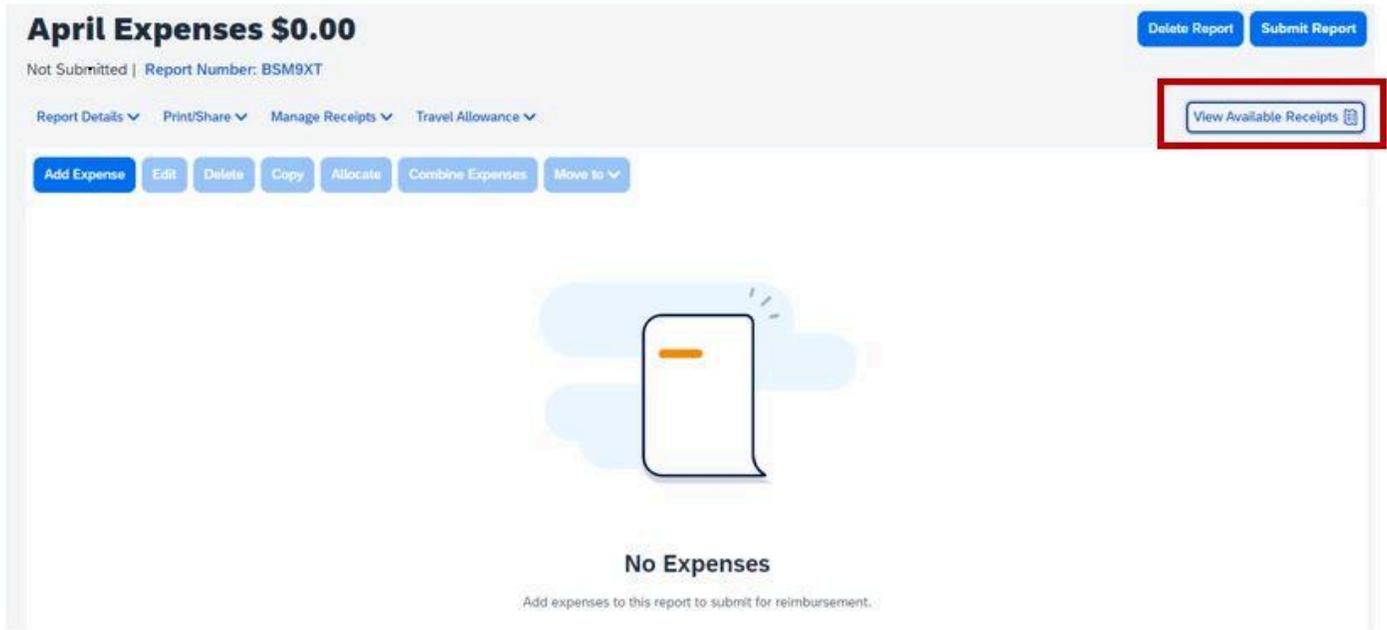
Click on "Add Expense"

In the box that pops up, click on "Available Expenses" to see a list of the receipts you have uploaded through the app or your computer.

Click on "New Expense" to add an expense like Personal Car Mileage that does not have a receipt.

Adding Receipts to Expenses

There must be receipts for all purchases or expenses other than mileage. Receipts that have been captured in the app, will be available on both SAP Concur versions. If you click on 'View Available Receipts' a window will open to the right showing your Available Receipts.



April Expenses \$0.00 Delete Report Submit Report

Not Submitted | Report Number: BSM9XT

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

View Available Receipts

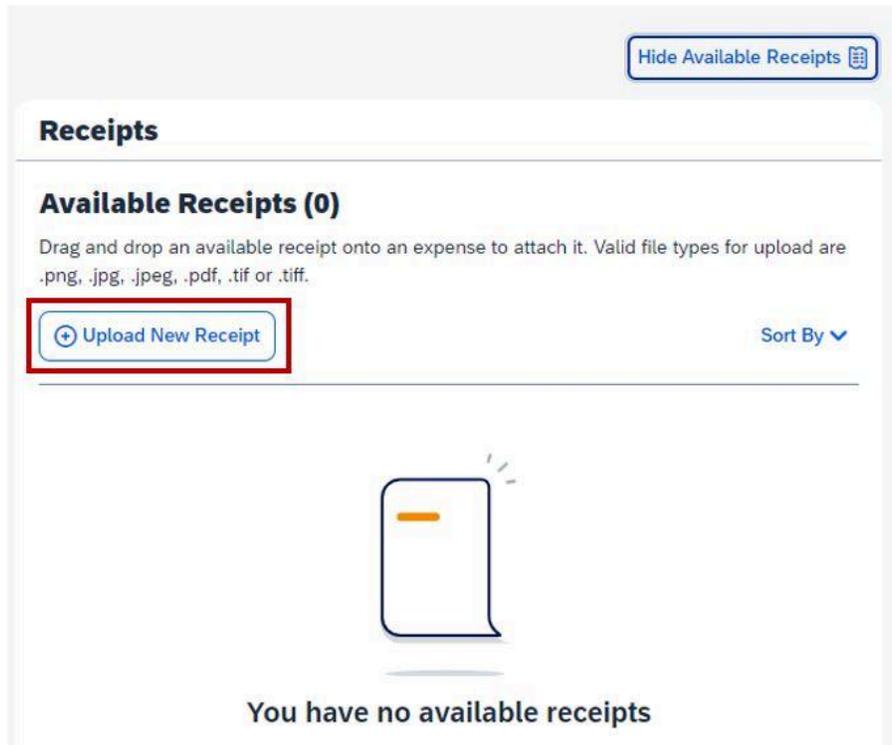
Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾



No Expenses

Add expenses to this report to submit for reimbursement.

If needed, you can upload receipts here from your computer.



Hide Available Receipts

Receipts

Available Receipts (0)

Drag and drop an available receipt onto an expense to attach it. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

Upload New Receipt Sort By ▾



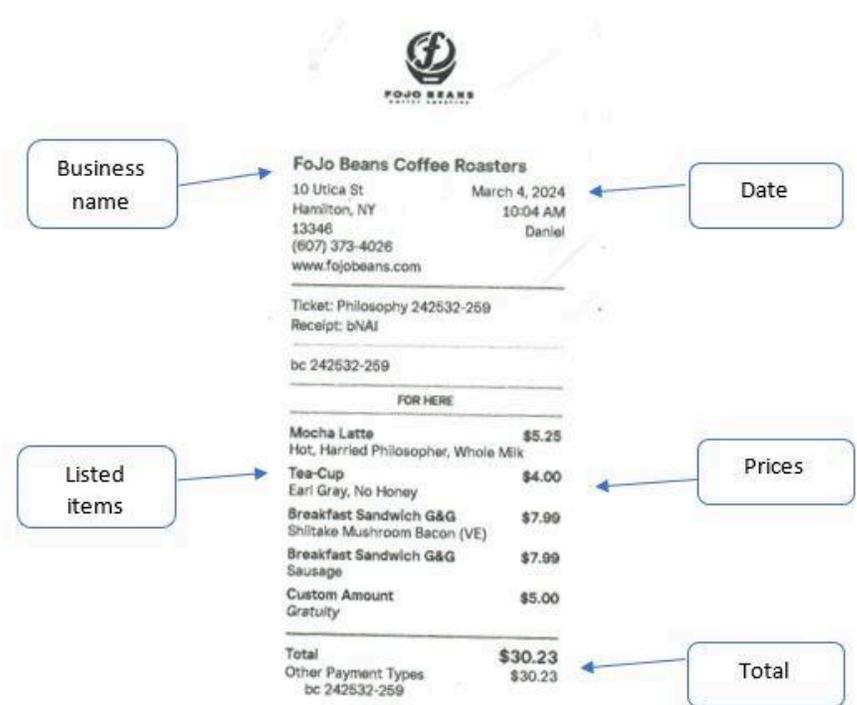
You have no available receipts

While editing an expense, you will see the option to add the receipt this way also by selecting "Upload New Receipt." Ensure that you have selected the correct receipt by checking the amount and business name or date. Please see the reference of an [Acceptable receipt](#).

Acceptable receipts include:

- The business name,
- Date of the transaction,
- Listed items and prices,
- The total paid.

Receipts should be legible and not worn or faded.



Getting Reimbursed

Once an expense report has been sent for payment, it will feed over to the accounting system to be paid through accounts payable.

Payment Types

Check

Payments in the form of a check will automatically be sent to a student's Colgate Mailbox (CU Box in O'Connor Campus Center). A payment notification email will be received in the students Colgate email to inform them of the payment details and what address the check will be mailed to. If the student is no longer on campus, they must reach out to the Colgate Mailroom to request their mail be forwarded to their home address.

Direct Deposit

If a student wishes to have reimbursements deposited into their bank account, the accounting office must have the banking information provided before the expense report is submitted on the *Direct Deposit Authorization Form for Students*.

If a student is already paid by the university for Payroll directly in their bank account, they do not need to submit the form. If a student has a direct deposit set up in Touchnet for refunds, a form still needs to be completed and sent to the accounting office.

Payments in the form of direct deposit will automatically be sent to the bank account we have on file within 3 business days of receiving the email notification. A payment notification email will be received in the students Colgate email to inform them of the payment details and what bank the deposit is going to.

If your account information is changed, you must notify the accounting office immediately so it can be updated before payment is made. If a payment comes back from the bank, it will need to be reissued after the correct banking information has been provided to the accounting office.

Direct Deposit Authorization Form for Students

Students can access the direct deposit form on the Accounting [webpage](#). You must bring the form to the accounting office or send it in interoffice mail from the Colgate Mailroom.

The form must be completed in its entirety. Be sure to have the following information before completing the form:

- Colgate ID #
- Name of the banking institution
- Bank routing number - if you do not know this, you can call your bank or search the routing number online.
- Bank account number - this is NOT your 16-digit debit card number.
- Bank account type - checking or savings.

COLGATE UNIVERSITY

DIRECT DEPOSIT AUTHORIZATION FORM FOR STUDENTS

This authorization will remain in effect until the Payroll Dept. receives written notification to end this service

Date: _____

STUDENT INFORMATION

Student Name: _____

Student ID#: _____

Signature: _____

FINANCIAL INSTITUTION INFORMATION

Bank Name: _____

Bank Routing Number: _____
(9-digit number)

Bank Account Number: _____
(not the 16-digit debit card number)

Account type (circle one): Checking or Savings

Please return the completed form to the Payroll Dept. located in James B Colgate Hall
To safeguard personal information do not e-mail this form as it contains sensitive data

E-MAILED FORMS WILL NOT BE ACCEPTED

<small>This section for Payroll staff use only</small> Completed by _____ Date _____

Option 2: Cash Advance

If determined the most suitable method, an authorized Colgate employee can request a cash advance for students for anticipated Colgate expenses. The student organization adviser will provide a *Student Cash Advance Request Form* to be completed, signed with approval, and brought to the [Cashier](#) before 4 p.m. on any weekday.

To receive the cash, students must also bring a valid 'Gate Card for identification.

Once all intended transactions have been completed, any remaining funds and all receipts (original or printed copies) equal to the advance amount must be returned to the student organization adviser for review. They will provide an *Expense Summary Form* to be completed. The *Expense Summary Form*, remaining funds, and all receipts must be returned to the Cashier within 30 days. The adviser may decide to return these themselves. If an extension is needed, the student organization adviser must reach out to the Cashier.

The *Student Cash Advance Request Form* and *Expense Summary Form* are available through the adviser in the student organization's office.

Option 3: University Credit Card

If determined the most suitable method, the student organization adviser will provide the student with a university corporate card to use at local businesses or for online purchases. Use of this is under the discretion of the staff adviser in the student organization's office. The credit card is to be used for its intended purpose and returned immediately to the staff adviser along with itemized receipts.

Appendix A

Glossary

Budget Code: 5-digit or 6-digit number assigned to a specific funding source that will be provided by the staff adviser. Commonly referred to as Fund or Org.

Business Purpose: The reason the expense was incurred for university business. An expense must be in connection with a pre-approved activity or event. If the activity or event is a meeting, include a brief description of why the meeting was held over a meal or outside of normal business hours.

Cashier: Colgate University employee located in the Office of Accounting and Control in James B. Colgate Hall that manages cash transactions issuing cash advances and cash reimbursements up to \$350 per person.

Expense: The cost of a good or service requiring funds from the University to an external source or to another internal budget code.

Mileage: The expense of operating your personal vehicle for the university. Proof of total miles driven in your personal vehicle is calculated at the annual mileage reimbursement rate set by the IRS. The rate includes the cost of wear and tear on your vehicle. You cannot be reimbursed for mileage and gas for the same trip.

Office of Accounting and Control: Office in James B. Colgate Hall that coordinates the day-to-day financial operations of the university.

Receipt: Evidence of an expense incurred for university business. Per the IRS, a receipt contains the date of the charge, the amount, the merchant's name and location, and if available, an itemization from the merchant of each expense included in the charge. The original receipt is preferred; a photocopy is acceptable.

Reimbursement: Receiving funds in exchange for proof of an expense incurred on behalf of the university after the transaction has been completed.

SAP Concur: System to monitor and record all corporate card purchases. Employee and student reimbursements are processed through this system and travel can be booked through Christopherson Business Travel on this platform.

Student organization adviser: The Colgate employee that is responsible for overseeing the student involvement in a recognized student organization and group.

Appendix B

Student Reimbursement Workflow

