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SX.	1 + 1,245 000	•					\$ 23\t	•	

Employee/Student Signature:

Date:

(D) Reimbursable Mileage is your total mileage driven for the day less your normal round-trip commuting miles between your home and St. Olaf College.

Note: Please complete this form and turn in to the Accounts Payable Office within 20 business days of when the expenses are incurred. We highly encourage ACH reimbursements (please sign form in Business Office). If any expenses are reimbursed after being accounted for more than 60 days of when they were incurred, we will be required by the IRS to record them as income to you on your W-2, which you will be required to pay tax on. By signing this document, I agree that the expenses listed above are valid St. Olaf business expenses, and understand that if the expenses are approved for reimbursement after being accounted for more than 60 days from when they were incurred, they will be recorded as income to me through payroll.

(A) If there were others besides yourself at the meal, please write names of all individuals on the receipt and check this box.

(B) If the meal expense was incurred at a conference where the cost of the meal was not included in the conference fee, please check this box.

(C) If the expense was incurred while traveling with an overnight stay or on a 12+ hour work day, please check this box.