**Reimbursement Forms Tips**

Please make all 2019 Employee, Student or Volunteer Reimbursement Requests using the excel spreadsheet on the Accounts Payable website. The forms to request reimbursements have been consolidated into one excel spreadsheet with tabs for the different forms and information.

To access the **2019 Local Travel form**, click on the tab. The form has fields to enter miles.

If you need more lines on the **2019 Local Travel form**, add lines in the middle of the section (not at the top or bottom rows).

Have you used the Vendor Direct Pay Request form, yet?

It is for payments to Vendors & Independent Contractors (less than $2,500). The change, to use separate forms for Reimbursements and Payments to Vendors was made because different “rules” govern payments for reimbursements and payments to Vendors & Independent Contractors.

Please do NOT include Social Security numbers on the forms.