

Methodist University Incidentals Substantiation Form

Please provide the following information about the Incidentals Advance you received:

Your name: _____

McNet Check Request #: CK _____

Advance amount: _____

Total itemized receipts listed below: _____

Amount to reimburse the University: _____
(list only if the advance is more than the receipts)

Please list the type and amount of expenses paid with your Incidentals Advance:

Amount: _____

Description: _____

Business Purpose: _____

GL Code to charge: _____

Amount: _____

Description: _____

Business Purpose: _____

GL Code to charge: _____

Amount: _____

Description: _____

Business Purpose: _____

GL Code to charge: _____

Amount: _____

Description: _____

Business Purpose: _____

GL Code to charge: _____

Amount: _____

Description: _____

Business Purpose: _____

GL Code to charge: _____

If the amount of your Incidentals Advance exceeds the amount of receipted expenditures above, the excess must be immediately reimbursed to the University. Please print out your approved Check Request for the Incidentals Advance and submit it with your reimbursement to the Business Office. The Business Office will use the gl code indicated on the Check Request to apply to the deposit.

Please submit this form, and all itemized receipts to Mary Mercer in the Controller's Office.