



**Georgetown University - Qatar**  
*Financial Policies and Procedures*

Dated: December 14, 2005

## PURPOSE STATEMENT

The purpose of this manual is to provide financial policies and procedures for **GU-Q**. Adherence to these policies and procedures is important to ensure proper financial management and reporting of overseas costs. GU-Q must comply with all Georgetown University Financial policies. These provisions require careful monitoring of program expenses, maintenance of detailed records and adherence to University policy on signature authority for contracts. The procedures and policies in this manual are designed to provide GU-Q Finance and the Main Campus with the necessary level of detail.

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## A. MANAGING THE LOCAL CURRENCY ACCOUNT

### 1. GU-Q Monthly Imprest Account Reports

#### Signature Authority

In order to provide effective control, the preparation of checks should be performed by one person; signing the checks should be done by another person. For example in Doha checks will be signed by the CFO. Someone else should prepare them.

In order for GU-DC to accurately and efficiently monitor overseas costs and reconcile bank accounts, the following procedures must be strictly followed. The expense report components explained below include a check register with bank account activity in check number sequence, proper documentation of expenses, and submission of reconciled bank account information to GU-DC. The correct procedures to complete the expense report is detailed in steps below:

#### Step One: Establish Proper Time Period for Reporting

Each expense report should include checks, deposits, and bank fees from the first day through the last day of a month. If possible, your bank statement should cover the same period.

#### Step Two: Establish an Expense Report for the Bank Account in order to Request Funding of Local Currency Account by GU-DC

If there is more than one account, submit a monthly expense report for each bank account. Files must be organized so that each bank account has its own Check Register and files.

#### Step Three: Record Each Check, Deposit, and Bank Fee on the Check Register

As you write checks, record each one in order by check number on the Check Register (*Attachment 1 or electronic equivalent*)\*. For each check, provide the following information:

- Date: Record the date that appears on the check.
- Check Number: Enter the preprinted number of the check.
- Cost Center: Enter Cost Center
- Account Code: Enter the account code to which the expense should be charged.
  - \* Leave this field blank if the check was made payable to "Cash" in order to replenish the petty cash fund. Many account codes will be associated with the check and they will be listed on the Detail of Petty Cash Reimbursement form (explained in Attachment 7).
  - \* Leave the field blank if you don't know the account code.
- Vendor: Record the name of the person or business to whom the check is payable.
- Description: Describe the purchase briefly in the space provided. Include the month or time period of the transaction, or other brief details, when possible. For instance, write "August 1 - 30 salary," instead of merely "Salary," and "June phone" instead of "phone."
  - \* If the check was made payable to "Cash" in order to replenish the petty cash fund, write "Petty Cash" as the description.

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\* GU-Q will be provided with Software to use in managing the local checking account.

- \* If the check was for a travel advance, state that it is an advance and explain its purpose, such as "Travel Advance to Recruit in Dubai". When you clear the advance by depositing remaining funds, your description should give the date of the original advance, such as "to clear 3/13/04 Travel Advance".
- Payment (Local Currency): Record the amount for which the check was written. If the bank levies fees for wire transfers, checkbooks, etc., also record these costs in this column.
- Deposit (Local Currency): Record the amount of the wire transfer or other deposit. Examples of other deposits include funds remaining from a travel advance.  
**Remember that personal deposits should not be deposited in this GU-Q account.**
- Balance (Local Currency): Enter the previous balance less the check or plus the deposit. (New Balance = Old Balance [-] Check Amount or New Balance = Old Balance [+] Deposit Amount). Please carry forward the ending balance from one month to the following month. If you keep your check register on an electronic spreadsheet, this calculation can be done automatically.
- Payment/Deposit/Balance (U.S. Dollars): See Step 5. This portion of the Check Register should be completed when you prepare the report for submission to GU-DC. Its purpose is to convert costs into U.S. dollars using the correct exchange rate. If you keep your check register on an electronic spreadsheet, this calculation can be done automatically.
- Voided checks: A voided check occurs when you write a check in error -- for example, the amount or payee is wrong, or the check is not needed. To void the check, write "Void" across the check. Enter the check number as you would do for any other check. Write "Void" in the Vendor column of the form and include the voided check with the expense report when it is forwarded to GU-DC.
- To record bank fees, follow the procedures above. The Check Number field and the Vendor field can be left blank. Record bank fees once a month, when you receive your bank statement.

#### Step Four: Document Each Check, Deposit, and Bank Fee

Most of your entries will be checks. **Receipts must equal the amount of the check.** An invoice(s) or receipt(s) equaling the amount of the check must be provided for each check that appears on the Check Register.

For each check, please follow these procedures:

- Attach the receipt or invoice to the Receipt Form (*Attachment 2*).
- Write the check number and amount in the upper right hand corner of the form.
- Fill in the account code in the upper left hand corner of the form. It is acceptable to use two account codes if necessary. For example, a phone bill payment will include both long distance (#72402) and faxes (#72403). Indicate on the Receipt Form how much should be expensed to each account code.
- Complete the justification of the expense at the bottom of the form, and use sufficient detail. Remember to justify expenses by explaining who, what, when, where and why. Proper completion saves GU-DC the time of contacting the overseas office later to get an adequate description of the expense.
- When you close the books at the end of the month, you will then record the value of the expense in U.S. dollars and the exchange rate used to calculate it (See Step 5).
- If you do not have an original receipt, please provide a detailed explanation and

justification of the expense. University auditors require original receipts. A pattern of missing receipts will be unacceptable.

For **Bank Fees**, proper documentation is a copy of the bank statement or wire transmittal which indicates the amount of the fee. Attach this copy to the Receipt Form and complete the form as you would for any other expense. The copy is necessary because the expense report and the bank statement will be filed separately. (Use account code 74804 for bank charges)

For **Deposits**, proper documentation is a deposit slip or the bank's wire transmittal notice. For deposits that are not wires, attach each deposit slip to a Receipt Form, and be sure to justify the deposit clearly. Wire transmittals should be attached to a blank sheet of paper.

#### **Step Five: Prepare the Expense Report(s) for Submission to GU-DC, or "Closing"**

The expense report covers the entire month and you will close a month on the last business day of that month. During the first 5 business days of the following month, you should prepare the expense report(s) for submission to GU-DC. This process is referred to as "Closing". The Closing Process, to be completed for each bank account, is as follows:

- Put the Receipt Forms in order by check number. Confirm that justifications and account codes are complete and accurate. Group all deposits together. Group receipt forms for bank fees together
- Calculate the exchange rate and U.S. \$ value for each check, deposit, and bank fee at the fixed rate of the most recent wire transfer. Record these amounts on the Check Register in the columns provided (See Attachment 1.) Note that if you are using a spreadsheet, once you key in the exchange rate, this step will calculate automatically.
- Record the U.S. \$ value of each check and the exchange rate on the Receipt Form.
- Put each completed expense report package in the following order: (1) Check Register, (2) deposit receipts, (3) Receipt Forms for Bank Fees, and (4) Other Receipt Forms. Also included should be the (5) Petty Cash Reconciliation Form and (6) Detail of Petty Cash Reimbursement Form (see the next section of this manual.) Next should be the (7) bank statement and (8) canceled checks. Do not tape canceled checks to sheets of paper. Simply put the checks in order by check number.

#### **Step Six: Prepare Request for Funding of the Local Currency Account (Attachment 3)**

- The preliminary amount of local currency that GU-Q requests be deposited by GU-DC into the local currency account equals the amount of Checks and Bank Fees, net of any deposits made locally, and interest, if any.
- The preliminary figure should be modified (down or up) based on anticipated needs.

#### **Step Seven: Send Expense Report to GU-DC Main Campus by the 5th Business Day of the Next Month**

- The expense report, along with the Transmittal Memo (Attachment 4), must be submitted by the 5th business day of the next month.

## 2. Petty Cash Funds

Because of the frequent need to make payments in cash instead of a check, GU-Q should establish a petty cash fund.

### Establishment of a Petty Cash Fund

Identify one staff member to be the sole custodian of the cash. The source of the petty cash will be GU-Q's local bank account. GU-DC will work with you to establish an appropriate level of petty cash. The procedures to create a petty cash fund are outlined as follows.

- Write a check payable to "Cash" totaling the amount decided upon by you and GU-DC. Go to the bank and cash the check in a variety of small bills.
- Store the petty cash in a locked box and in a secure place in your office, such as a locking desk drawer or a safe. You should be able to find a metal, locking cash box at your local office supply store. The custodian of the Petty Cash Fund should keep the key with them at all times.

### Issuing Petty Cash Disbursements

When cash needs to be disbursed, complete a Petty Cash Form before removing any monies from the locked box. Please use the following steps to complete the Petty Cash Form. *Attachment 5* shows the proper way to fill out the form if it is an advance.

- Date: Fill in the current date.
- Amount Advanced: The amount will be an advance if the cash will be used to purchase goods.
- Actual Amount: The amount will be an actual amount if the goods have already been purchased and the petty cash fund is being used to reimburse the person who bought the good.
- Purpose: Provide a detailed description of what, when, where, and why the money is being spent.
- Signature Lines: Both the recipient of the disbursed funds, and you, the custodian of the petty cash fund, must sign the form. If you are the recipient, you need only sign once, on the custodian line.

### Settling Petty Cash Disbursements

- If the money was an advance, then after the purchase was made, any unused monies must be returned to the petty cash box. Record the actual amount and the amount returned on the Petty Cash Form. Attach the receipt to the Petty Cash Form and place/store it in a petty cash binder.
- If money is a reimbursement of actual costs, fill in the actual amount, attach the receipt to the form and place it in the petty cash binder.
- Each employee should have only one petty cash advance at any time. An outstanding advance must be reconciled before another can be issued.

### Reconciliation

Petty Cash should be reconciled each time it is reimbursed, using the following procedures:

- The Amount of the Total Petty Cash Fund equals the amount of cash funding.
- Count all cash and coins in the box and record each denomination on the Petty Cash Reconciliation form (*Attachment 6*).
- Sum all receipts and record the total on the Petty Cash Reconciliation form.
- Itemize separately the Amounts Advanced and Actual Amounts (Total Receipts).
- The Total Cash on Hand, plus Receipts, plus Advances Outstanding, should equal the Total Petty Cash Fund. If the two are equal, then the fund is balanced. If Total Cash plus Receipts plus Advances Outstanding is greater than Total Petty Cash, then the fund is over; if Total Cash plus Receipts plus Advances Outstanding is less than Total Petty Cash, then the fund is short.
- If the fund is out of balance try to reconcile again. If it is still out of balance an adjusting entry needs to be made to Account Code 74803 (Cash Over/Short).

### Reimbursement of Petty Cash Fund

The petty cash fund should be reimbursed using the following procedure. Remember that the **check to reimburse petty cash should always equal the sum of the receipts**. Only the first check to open petty cash did not have receipts attached. This first check is a long term advance. All subsequent checks should equal the sum of the receipts because you are reimbursing petty cash in an amount equal to what you spent in order to maintain petty cash at its original level.

- Reconcile the petty cash fund as explained above.
- Complete the Detail of Petty Cash Reimbursement form (*Attachment 7*). This form lists a description, a local currency amount, and account code for each receipt. Total Receipts on this form should equal the Total Receipts in your Petty Cash Reconciliation. Add the Cash Short or subtract the Cash Over that appears on your Petty Cash Reconciliation. This total is the amount for which you will write your check. In other words, Total Receipts [+] Cash Short or [-] Cash Over equals Amount of Check.
- Write a check payable to “Cash” for the Amount of Check calculated in the previous step. The description on the Check Register should state “Petty Cash”. Also on the Check Register, leave the Account Code field blank, since expense details appear on the Detail of Petty Cash Reimbursement form. Go to the bank and cash the check in a variety of small bills.
- Proper documentation for the check you write will be the Petty Cash Reconciliation, the Detail of Petty Cash Reimbursement, and the receipts

### How to Make a Cash Purchase that is Greater than Petty Cash

If a vendor will accept only a cash payment, and petty cash is not large enough to cover the cost, then you may write a check payable to “Cash” for the amount of the purchase. Your receipt should equal the amount of the check. If the vendor can provide you with only an estimate, then any remaining funds should be re-deposited into your bank account. As an example, assume a caterer estimated your bill at the equivalent of U.S. \$325, and the actual bill was \$300. You would pay the caterer \$300, get a receipt for \$300, and re-deposit the \$25 into the bank.

### Guidelines for Using Petty Cash

1. Do not use petty cash for payment of goods, services or equipment which could otherwise be purchased with a check.
2. Do not under any circumstances use the petty cash fund to cash personal checks or to make loans to employees. Do not pay regular, full-time employees' salaries from petty cash.
3. If no receipts are available for an expense, describe expense in detail on the bottom half of the Petty Cash Form, in the area designated to attach receipts. Custodian should initial beside the explanation to approve it.
4. Maintain sufficient balance in the fund and replenish it before depletion. Reconcile the fund at the end of each week, or more frequently if necessary.
5. Keep petty cash in a secure drawer or cabinet that can be locked while not in use. Only the custodian, and perhaps another senior employee, should know where the cash is located.
6. Any employee seeking a petty cash reimbursement or advance must first complete a Petty Cash form.
7. The reason for disbursement entered on the form must be explicit and completed in advance of receipt of cash.
  - "Taxi to the airport by Assistant Dean Al-Nasser for flight to conference in Kuwait" is explicit.
  - "Taxi to airport" is not explicit.
8. The total of the check to reimburse petty cash must be substantiated by receipts attached to the Detail of Petty Cash Reimbursement form.
9. Should a theft occur, contact GU-DC immediately. Call the local police and notify them of the theft. Then send a detailed memorandum to GU-DC, including a copy of the police report, stating what has happened. GU-DC must report all thefts to the University's Internal Auditor. If more than one theft occurs, GU-DC may require that the petty cash fund be closed.
10. We prefer that you write petty cash reimbursement checks to "Cash" rather than to yourself.
11. Clear receipts immediately upon your return to the office. If you carry receipts over a period of time and want to clear them all at once, you will have problems. You may lose some of the receipts, or you may not have enough money in petty cash to cover all the receipts.

### **3. Operational and Travel Advances**

**Purpose: Use of Cash when Credit Card Use is Not Possible.**

**Operational:** Employees may receive an operational advance for conducting orientations, workshops and seminars away from home base. This will allow the employee to pay for the site rental, catering and other miscellaneous costs by cash only in the event those vendors do not accept local checks.

**Travel:** Coordinators can receive a travel advance for traveling overseas or traveling within the country for recruitment/selections and other campus related business.

### Issuing an Advance

Fill in the following information on the top half of the form. (*Attachment 8*).

- Recipient:
- Amount of Advance:
- Dates of Operational Activity or Travel:
- Purpose of Operational Activity or Travel:
- Signature: Sign the form to acknowledge your receipt of the advance.
- Make a photocopy of the form. Include the original Travel Advance with the expense report, and keep the copy to use when reconciling the advance.

Only one advance may be outstanding for an employee at any given time.

### Documenting Expenses

**Operational Advance:** All receipts are required to support reimbursement.

**Travel Advance:**

### Clearing an Operational or Travel Advance

Remember that you must account for the advance money separately and completely. Upon return from your trip, whether you had taken an operational or travel advance, total the receipts and complete the bottom half of the Operational/Travel Advance Form. Follow the guidelines below:

#### **If receipts are less than the advance:**

- Attach receipts to Receipt Form(s) using standard procedures.
- Attach Log and Receipt Form(s) to the copy of the Operational/Travel Advance form.
- Fill in the bottom of the Operational/Travel Advance form by calculating Total Receipts and Amount Due GU-Q. Sign the bottom half of the form.
- Deposit the unspent portion of the advance into the program bank account.
- Record the deposit on the Check Register. Include the copy of the Travel Advance Form, the receipts, and the deposit slip as documentation for the deposit as a part of your expense report.
- Do not** put unspent portion of advance into the petty cash account.

#### **If receipts are greater than the advance:**

- Attach operational or travel receipts to Receipt Form(s) using standard procedures.

- Attach Log and Receipt Form(s) to the copy of the Operational/Travel Advance Form.
- Fill in the bottom of the Operational/Travel Advance Form by calculating Total Receipts and Amount Due Employee. Sign the bottom half of the form.
- Write a check to you from the program bank account for the amount you are owed.
- Record this check in the Check Register, listing the traveler [name] as the vendor, and stating, “**Clear the date of the original operational or travel advance**” as the description. Include the copy of the Operational/Travel Advance Form and the receipts as documentation for the check.

**If receipts are equal to the travel advance:**

- Attach operational or travel receipts to the Receipt Form(s) using standard procedures.
- Attach Log and Receipt Form(s) to the copy of the Operational/Travel Advance Form.
- Complete bottom half of the Operational/Travel Advance Form.
- Record this transaction in the Check Register, listing the traveler [name] as the vendor, and stating “**clear the date of the original operational or travel advance**” as the description. The amount you record will be zero (0) since no money was involved in clearing the advance. However, it is important to record it in the Check Register to show that it cleared.
- Submit the copy of the Operational/Travel Advance Form and the receipts to GU-DC as a part of your expense report.

**Note on Use of Credit Cards for Business Travel:**

On some trips, some may find it is safer and more suitable to pay for certain travel expenses on personal credit cards, rather than with a cash advance. This practice is allowable. When the receipts are submitted for reimbursement, both the receipt from the vendor and the credit card slip must be included. For example, if there is a hotel stay, both the hotel receipt and the credit card slip must be submitted.

**Note on Mileage**

Make sure that mileage reports are filled out for reimbursement (*Attachment 9*).

**4. Account Codes: Definitions and Usage**

GU-Q records all expenses in general accounting categories set up by the finance department of Georgetown University. These accounting categories are called “account codes”. GU-Q uses account codes as budget line items and expense reporting items. The following list contains definitions and examples of many account codes used by GU-Q. Be sure to check the Account codes on the University website regularly for updates and changes.

- 71101            General Office Supplies**
  - used to record purchase of items necessary to run the office (e.g. pens, pencils, paper, white-out, folders, light bulbs, staples, tape, paper products, bottled drinking water, etc.)
  
- 71102            Postage**
  - cost of stamps only.
  
- 71203            Computer Supplies**
  - toner, extension cords, computer paper, etc.
  
- 71205            Computer Software**
  - cost of software packages such as Microsoft Office, Adobe Acrobat, etc.
  
- 71509            Equipment under \$500**
  - small equipment such as calculators, file cabinets, lamps, etc.
  
- 71510            Office Equipment \$500 - \$2,499**
  - office equipment such as chairs, desks, faxes, copiers, etc.
  
- 71511            Computer Equipment \$500 - \$2,499**
  - Computer equipment such as hardware, monitors, printers, etc.
  
- 71703            Automotive Supplies**
  - fuel and maintenance costs for University-owned vehicles
  
- 72103            Printing/Duplicating**
  - cost of printing and photocopying (including toner, copy paper, outside charges for copying, etc.)
  
- 72202            Electricity**
  
- 72203            Water and Sewer**
  - water and sewer utility costs of the office. Not bottled drinking water.
  
- 72204            Gas**
  - natural gas utility costs. Not gas for a car or motorcycle.

- 72308 Honorariums**
- Payments made for services on which custom or propriety forbids a price to be set. Used primarily to record payments to guest speakers or lecturers.
- 72402 Telephone**
- costs of telephone calls and services related to the program
- 72403 Telex/Facsimile/Telegrams**
- expenses as a result of transmitting information via telex, fax or telegram
- 72404 Data Line Expense**
- cost of lines for modems, Internet transmittals, etc.
- 72409 Cellular Phone Service**
- cost of lines for cell phones, BlackBerries, etc.
- 72601 Office Equipment Rental**
- monthly costs of renting/leasing office/computer equipment (e.g. personal computers, printers, typewriters, photocopiers, fax machines, etc.).
  - Equipment rental must be approved by GU-DC.
- 72603 Office Space Rental**
- monthly costs of renting an office. Monthly rental costs must be approved by GU-DC.
- 72710 Photographic Services**
- costs of procuring professional photographic services. Used for various needs, such as public relations, educational media, program brochures, seminars, and research work.
- 72720 Copyright Use Fees**
- fees paid for obtaining the rights to copy various publications and materials.
- 72723 Books/Publications**
- cost of books, newspapers, and publications used by the program
- 72724 Advertising**
- cost of program-related advertising (e.g. new employees, students).
- 72725 Messenger/Courier Service**
- cost of national/international messenger and/or couriers; not stamps

- 72790 Other Purchased Services**
- fees and costs for professional services and consultants (e.g. secretaries, cleaning persons, gardeners, security guards, temporary employees, etc.) See Part VI on Payment for Personal Services for more information.
  - The hiring of local employees must be approved by GU-DC.
  - Benefits paid in the form of additional salary payments should also be included here.
- 73324 Business Travel & Sustenance: Mileage reimbursement**
- mileage at \$0.375 per mile or \$0.23 per kilometer (effective 01/01/04), rental cars, etc.\*Do not include gas receipts in travel expenses, unless the receipt covered gas for a rental car. Use the Mileage Form (*Attachment 9*).
- 73326 Business Travel & Sustenance: Local Transportation**
- Taxi/bus/train fare, Parking, Tolls
- 73328 Business Travel & Sustenance: Hotel - International**
- hotel costs during attending and/or conducting seminars, workshops, or meetings.
- 73329 Business Travel & Sustenance: Meals**
- meal costs during attending and/or conducting seminars, workshops, or meetings.
- 73330 Business Travel & Sustenance: Liquor**
- alcoholic beverage costs during attending and/or conducting seminars, workshops, or meetings.
  - All liquor purchases (including beer and wine) for meals or catering must be separately recorded under this code.
- 73332 Business Travel & Sustenance: Catering**
- costs associated with providing catered meals or refreshments during seminars, workshops, or meetings.
- 73333 Business Travel & Sustenance: Space Rental**
- costs for renting space for selection meeting, workshop and orientation.
- 73334 Business Travel & Sustenance: Travel within foreign country**
- costs for airfare for coordinator traveling within foreign country.
- 74302 Other Insurance**
- cost of social security insurance required by law for locally hired staff.
- 74405 Foreign Tax Employee's Share**
- monthly tax withholding *employee* share
- 74406 Foreign Tax Employer's Share**
- monthly tax withholding *employer's* share



**B. PAYING INDIVIDUALS AND FIRMS IN LOCAL CURRENCY**

**5. Payment for Local Hire Employee Services**

For all payments to local employees, including full-time and part-time staff, GU-DC requires that a Payment for Personal Services form (*Attachment 10*) be attached. This form will be completed by GU Human Resources and signed. Use this form (or the equivalent) as documentation for the periodic paychecks. Hourly employees will require a form for each payroll. (*Attachment 10B*)

The form is filled out as follows:

- Name:
- Title:
- Dates of Service: List specific days, such as May 1 - 15. Month alone is not sufficient.
- Rate of Pay: List in hourly, daily, monthly or annual terms as appropriate.
- Total Pay Covered for Period:
- Brief Description of Services Rendered: Describe the work performed for all local hire employees
- Signatures: Doha HR should sign and date the form and transmit it to the Finance Staff for payment.

**Guidelines for Using the Form Properly**

- This form will take the place of the Receipt Form as documentation for the check.

**6. Payment for Contractor/Consultant Services**

All persons providing services (such as a temporary secretary, consultant, or caterer) are required by GU-Q to have personal services contract prepared and approved by the CFO of the Qatar campus prior to any work. Based on contract amount and duration this contract may need to be approved by DC staff.

For all payments to Contractors we require an **Invoice for Payment for Contractor Services Form** (*Attachment 11*) be completed by the manager of the Department engaging the contractor or consultant. Use this form as documentation for the check.

Fill in the form as follows:

- Contract Identification Number:
- Contractor Name
- Contractor Title:
- Contractor Country of Citizenship:
- Contractor Address:
- Dates of Service: List specific days, such as May 1 - 15. Month alone is not sufficient.
- Rate of Pay: List in hourly, daily, monthly or annual terms as appropriate.
- Total Pay Invoiced:
- Description of Services Rendered: Be specific and describe the work performed by Contractor
- Signature and Date: Ensures that the invoice has been reviewed and approved for payment.

**Guidelines for Using the Form Properly**

1. This form will take the place of the Receipt Form as documentation for the check.
2. Always complete out the form whether you write a check or pay from Petty Cash.

**C. EMPLOYEE COMPENSATION AND BUSINESS EXPENSES**

Employees will request from time to time that they be reimbursed for out-of-pocket expenses or they may want the University to pay a legitimate bill for something that is part of the expat compensation package directly, instead of through a reimbursement mechanism. This section will deal with these situations.

## I. EMPLOYEE COMPENSATION

A. HR-Doha will complete the **GU-Q Non-Pensionable AP/LS Payment Form**: This form (Attachment 12) will be used to process the following:

- Overseas Inducement/Summer Supplement
- Vehicle Allowance (for Long-term employees only)
  - Short-term employees will be reimbursed for these expenses through the Employee Business Expense Reimbursement process (See II below)
- Excessive Baggage
- Furnishings/Soft Goods
- Home Country Housing Maintenance
- Household Goods Storage/Shipment
- Miscellaneous Reimbursement
- Loss Sale/Lease/Auto/Personal Contracts
- Tax Protection

### B. Reimbursements

- Most reimbursements are generally made through the **GU-Q Non-Pensionable AP/LS Payment Form**. Reimbursements will be paid in US dollars. Remember to contact Tax Accounting if there is a question about tax treatment. The Education Allowance, Housing Allowance and Moving Allowance reimbursements are made through another form (the GU-Q Imputed Compensation Form).
- Employees can initiate the process by filling out the **GU-Q Employee Reimbursement Form** (Attachment 15).
- The employee has a box to check depending on whether the reimbursement is being claimed as part of the ex-pat compensation package or as a business expense. Employee compensation is approved by HR-Doha.

C. **Payments to Vendors on behalf of the Employee**: Prepare **GU-Q Imputed Compensation Form** (Attachment 13). Attach a **GU-Q Expense Voucher**; note the currency of the original bill, the exchange rate and US dollar equivalent, if necessary. Send the form to AP for processing. AP will send the documentation to Tax Accounting and Payroll for making additions to Gross for tax purposes.

## II. Reimbursement for Employee Business Expenses:

- Payment to Vendor: Use **GU-Q Expense Voucher** (Attachment 14). Be sure to note the local currency and US dollar equivalent. Mark if the payment is to be made with US dollars or local currency. Local currency payments will generally be made through the local currency imprest account. Otherwise send to AP for processing.
- Employee Reimbursement Form: Employees should use the **GU-Employee Reimbursement Form** (Attachment 15) to request reimbursement. Reimbursements in local currency can be made

through the local imprest account. Reimbursements in US dollars need to be sent to Payroll for Processing. Reimbursements for Business Expenses should be approved by the employee's Supervisor or Department Head.

**D. MOVING, HOUSING and EDUCATION ALLOWANCE:**

**I. Education Allowance (TAXABLE)**

**Statement:** The Education Allowance is considered employee compensation subject to applicable withholding. The Allowance is designed to assist in defraying those costs necessary to obtain educational services which are ordinarily provided without charge by the public schools in the United States. An employee may receive an education allowance for each school year, or fraction thereof, on behalf of a child in grades K-12. The actual payment may be made through an expense voucher to the school the child is attending.

**Procedures: Only an authorized Doha Human Resources official can determine the Education Allowance per year per child.**

1. Doha Human Resources submits to Payroll the **GU Q Imputed Compensation Form** containing the employee's name, social security number, name of the child and the amount of the benefit. The form is signed by Doha Human Resources official.
2. Payroll inputs the dollar amount of the Education Allowance to be paid over the remaining number of pay periods left within the calendar year.
3. Payroll withholds taxes as follows:
  - a. Federal taxes are deducted on the value of the benefit at the supplemental rate of 25%.
  - b. State taxes are deducted based on the state form on file with payroll.
  - c. Social Security will be withheld at 6.2%.
  - d. Medicare will be withheld at 1.45%.
4. Payroll indicates the amount of the taxable Education Allowance benefit on the employee's W-2 in the box titled "Wages, Tips and Other Compensation." The W-2 also reflects all the relevant taxes withheld.
5. Payroll notifies all employees that he/she must pay taxes on the Education Allowance benefit by mailing a letter to the employee at his/her address on file.
6. The Education Allowance is deducted on the normal Bi-weekly or Monthly pay cycle for the employee.

**Statement:** Housing Allowance is an allowance granted for the annual cost of suitable, adequate, living quarters for the employee and his/her family. Under the Internal Revenue code, the value of employer-provided housing is generally treated as income, meaning that it is taxable to the employee who receives the benefit.

**Procedures:** **Only an authorized University official can make the decision to approve housing for an employee and it must be approved in advance by the Doha Human Resources official.**

1. A memorandum must be completed by the department head requesting housing for the employee and the request must be signed by the authorized official before it can be processed by Payroll. Use the **GU-Q Imputed Compensation Form,**
2. Supporting documentation must be attached to the memorandum (i.e.: any agreement in the form of a contract of employment, lease, or the equivalent).
3. The department must submit the request and the supporting documentation to Payroll for processing.
4. Payroll Services will review all requests before processing.
5. Payroll inputs the dollar amount of the Housing Allowance benefits to be paid to the employee based on the instruction provided.
6. Payroll withholds taxes as follows:
  - a. Federal taxes are deducted on the value of the benefit at the supplemental rate of 25%.
  - b. State taxes are deducted based on the state form on file with payroll.
  - c. Social Security will be withheld at 6.20%.
  - d. Medicare will be withheld at 1.45%.
7. Payroll indicates the amount of the taxable Housing Allowance benefit on the employee's W-2 in the box titled "Wages, Tips and Other Compensation." The W-2 also reflects all the relevant taxes withheld.
8. The request is processed on the normal Bi-weekly or Monthly pay cycle that the employee is scheduled to work.

**III. Moving Expenses (NON-TAXABLE)**

**Statement:** Qualified Moving Expenses are excluded from the employee’s gross income. Qualified Moving Expenses are defined as reimbursement for transportation of an employee’s household goods and personal effects, and the reasonable costs of travel and lodging (excluding meals) from the old location to the new one. This includes the expenses of other family members of the household only if they continue living with the employee at the new location. All other amounts received by an employee will be included in the employee’s gross wages, subject to applicable withholdings.

Examples of non-taxable moving expenses include:

- Moving company
- Rental truck
- Car rental
- Airline or train ticket
- Lodging (excluding meals)
- Storage expenses

**Procedures:** **Only an authorized Doha Human Resource Official may determine the Moving Expenses for the year.**

### **Employee Reimbursement Form**

Reimbursement for non-taxable moving expenses are requested through the **GU-Q Expense Voucher** (Attachment 14). Reimbursements in US dollars need to be sent to Payroll for Processing. Reimbursements for Qualified Moving Expenses should be approved by the employee’s Supervisor or Department Head.

**Receipts** The request for reimbursement must be supported by copies of the original receipts.

If receipts are not available, the employee must provide a written statement identifying the amount and nature of the expenses and that original receipts are not available. This statement is to be signed by the employee, department head and the Associate Dean of School of Foreign Services or designee.

### **Reporting Requirements**

All moving expenses will appear on the employee’s paycheck stub with the description of “Relo Tax” for relocation taxable and “Relo NT” for relocation non-taxable.

#### IV. Moving Expenses (TAXABLE)

**Statement:** Non Qualified Moving Expenses are considered employee compensation subject to applicable withholding.

Examples of taxable moving expenses include but are limited to:

- pre-move house hunting trips
- temporary living expenses in the general area of the new workplace
- selling (or settling an unexpired lease on) the old residence and buying (or acquiring a lease on) the new residence
- real estate transactions
- any meals connected with the relocation
- mileage in excess of \$0.15 per mile
- more than one trip from the old residence to the new residence

**Procedures:** Only an authorized Doha Human Resource Official may determine the Moving Expenses for the year.

#### Lump Sum Payment

Reimbursement for taxable moving expenses are requested through the **GU-Q Imputed Compensation Form**. Departments are charged fringe benefits at the appropriate rate. The reimbursement payment must be approved by the Department Head in Doha and Human Resources and forwarded to the Payroll Department for review and processing.

**Receipts** The request for reimbursement must be supported by copies of the original receipts.

If receipts are not available, the employee must provide a written statement identifying the amount and nature of the expenses and that original receipts are not available. This statement is to be signed by the employee, department head and the Associate Dean of School of Foreign Services or designee.

#### Reporting Requirements

All moving expenses will appear on the employee's paycheck stub with the description of "Relo Tax" for relocation taxable and "Relo NT" for relocation non-taxable.

All relocation requests processed on a Lump Sum Payment form are reported as gross income on the employee's W- 2 Form.

**E. Document Policy for Financial Records**

The University's Record Retention Policy (FA-100-01) requires that Accounts Receivable Records (e.g. receipts) and Accounts Payable Records (e.g. invoices) be kept for 4 years. Any Contract Records (Leases, agreements and other contracts) should be kept for 3 years beyond the end of their term.

It is anticipated that electronic copies of any receipts, invoices and contracts will be transmitted to GU-DC as the required back-up to any transaction and as part of the monthly close process for the Imprest Account. Originals should be kept in a secure location available for audit purposes in Doha. Each receipt, invoice or contract should be identified with the time and date it was received and carry a unique identification number. A date/stamp/clock machine should be acquired to stamp the documents.





**GU-Q RECEIPT FORM (Attachment to GU-Q Overseas Expense Report)**

**Check Number:** \_\_\_\_\_ **Account Code:** \_\_\_\_\_  
**Exchange Rate:** \_\_\_\_\_ **Cost Center:** \_\_\_\_\_  
**Riyal Amount:** \_\_\_\_\_ **U.S. \$ Amount:** \_\_\_\_\_

**Place Receipt Here**

**Justification:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**GU-Q REQUEST FOR FUNDING FORM**

<b>Date:</b> _____	<b>Prepared By:</b> _____
<b>Opening Balance</b>	_____
<b>Checks Written</b>	_____
<b>Bank Fees</b>	_____
<b>Less Interest</b>	_____
<b>Less Deposits</b>	_____
<b>SUBTOTAL: Funding Request</b>	
_____	
<b>Adjustments to Funding Request (list separately)</b>	
<b>1. Reason:</b>	_____
<b>2. Reason:</b>	_____
<b>3. Reason:</b>	_____
<b>TOTAL: Funding Request:</b>	
_____	
<b>Signatures:</b>	
_____	_____
<b>1. GU-Q CFO</b>	<b>2. Main Campus (SFS)</b>
_____	_____
<b>3. Sponsored Accounting</b>	<b>4. Tax Accounting</b>



**GU-Q TRANSMITTAL MEMO FORM**

**To: SFS Main Campus**

**From:** \_\_\_\_\_

**Date:** \_\_\_\_\_

By our signatures below, we confirm that the checked items have been completed:

<p><b>To be completed by the Country Coordinator:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Proper receipts &amp; justification attached for each check and bank fee</li><li><input type="checkbox"/> Check Register completed &amp; accurate</li><li><input type="checkbox"/> Cancelled checks enclosed</li><li><input type="checkbox"/> Original bank statements enclosed</li></ul> <p>Signature of CFO: _____ Date: _____</p>
<p><b>To be completed by Main Campus:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Checks reviewed for allowable payees</li><li><input type="checkbox"/> Budget expense and actual expense compared</li><li><input type="checkbox"/> Expense justification approved</li><li><input type="checkbox"/> Documentation attached for each check</li></ul> <p>Signature: _____ Date: _____</p>
<p><b>To be completed by SAO:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Review Expense Report</li><li><input type="checkbox"/> Date of Journal Voucher: _____</li></ul>



### GU-Q PETTY CASH FORM

<b>Date:</b> _____	
<b>Amount Advanced:</b> _____	<b>Initial by Recipient of Cash</b> _____
<b>Actual Amount:</b> _____	
<b>Amount Returned to Petty Cash:</b> _____	<b>Initial by Recipient of Cash</b> _____
<b>Purpose:</b>  	
<b>Signature of Recipient of Cash:</b> _____	
<b>Signature of Custodian:</b> _____	



**GU-Q PETTY CASH RECONCILIATION FORM**

<b>From</b> _____ <b>To</b> _____	<b>Custodian:</b> _____
<b>Cash on Hand (Local Currency)</b>	<b>Date:</b> _____
<b>Coins:</b>	
25 dirham	_____
50 dirham	_____
<b>Bills:</b>	
1 riyal	_____
5 riyal	_____
10 riyal	_____
50 riyal	_____
100 riyal	_____
500 riyal	_____
<b>Total Cash on Hand</b>	_____
<b>Plus Total Receipts</b>	_____
<b>Plus Advances Outstanding</b>	_____
<b>Total Cash and Receipts on Hand</b>	_____
<b>Total Petty Cash Fund</b>	_____
<b>Cash Over/ Short</b>	_____
<b>Custodian:</b> _____	<b>CFO:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____





## GU-Q OVERSEAS TRAVEL ADVANCE FORM

Complete top half of form when you take out an advance

Traveler: \_\_\_\_\_ Amount of Advance: \_\_\_\_\_

Dates of travel: \_\_\_\_\_

Purpose of travel: \_\_\_\_\_

-----  
Signature to acknowledge receipt of advance

After traveling, attach receipts and complete items below:

Total Advance: \_\_\_\_\_

Less Total Receipts: \_\_\_\_\_

Amount Due GU-Q \_\_\_\_\_

or

Amount Due Employee \_\_\_\_\_

I certify that all expenses included in this report are true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**GU-Q PAYMENT FOR PERSONAL SERVICES FORM**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Account Code:** \_\_\_\_\_

**Country of Citizenship:** \_\_\_\_\_ **Cost Center:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **to** \_\_\_\_\_ **Pay Period:** \_\_\_\_\_

**Annual Rate of Pay:** \_\_\_\_\_ **Payment per Period:** \_\_\_\_\_

**Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>HUMAN RESOURCES</b>	<b>SIGNATURE</b>	<b>DATE</b>
------------------------	------------------	-------------

<b>CFO</b>	<b>SIGNATURE</b>	<b>DATE</b>
------------	------------------	-------------



**GU-Q PAYMENT FOR PERSONAL SERVICES FORM (hourly)**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Account Code:** \_\_\_\_\_

**Country of Citizenship:** \_\_\_\_\_ **Cost Center:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Pay Period:** \_\_\_\_\_ to \_\_\_\_\_ **Hours:** \_\_\_\_\_

**Hourly Rate of Pay:** \_\_\_\_\_ **Total:** \_\_\_\_\_

**Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>HUMAN RESOURCES</b>	<b>SIGNATURE</b>	<b>DATE</b>
------------------------	------------------	-------------

<b>CFO</b>	<b>SIGNATURE</b>	<b>DATE</b>
------------	------------------	-------------



**GU-Q PAYMENT FOR CONTRACTOR SERVICES FORM**

Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Services Performed: (be specific)  
\_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Total Invoiced: \_\_\_\_\_

Description of Services Rendered (be specific and attach the invoice):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have reviewed and approved this invoice for payment**

\_\_\_\_\_  
**Manager**

\_\_\_\_\_  
**Date**

**Note:** Attach contract or list identifying tracking number (\_\_\_\_\_)

### GU-Q NON-PENSIONABLE AP/LS PAYMENT FORM

<b>I. EMPLOYEE INFORMATION: Name(L,F,MI):</b> _____		
<b>Pay Group: 10 or 20</b>	<b>SSN:</b> ____/____/____	<b>GUID:</b> _____ <i>(Circle Pay Group Number)</i>
<b>Regular Pin:</b>	<b>Regular Class Code:</b>	<b>Lump Sum Payment Pin:</b>
<b>Area</b> ____ <b>Home Dept. #</b> _____		<b>Lump Sum Payment Class Code:</b>
<b>II. Doha Start Date:</b> ____/____/____ <b>Single:</b> ____ <b>Date of Arrival:</b> ____/____/____ <b>Married:</b> ____ <b>Doha End Date:</b> ____/____/____ <b>Number of Dependents Relocating:</b> ____		<b>III. PAYMENT CATEGORY:</b> This Academic Payment must be keyed on Screen G352 <input type="checkbox"/> Overseas Inducement/Summer Supplement (APOV)  This Academic Payment must be keyed on Screen G392 <input type="checkbox"/> Vehicle Allowance (APVA)  These Lump Sum Payments must be keyed on Screen G391 <input type="checkbox"/> Excessive Baggage (Reimbursement) (LSEB) <input type="checkbox"/> Furnishings, Soft Goods Allowance (LSFG) <input type="checkbox"/> Financial Services-Planning (LSFS) (Employee is reimbursed for paying vendor.) <input type="checkbox"/> Home Country Housing Maintenance (LSHC)  <input type="checkbox"/> Household Goods Storage/Shipment (LSHG)  <input type="checkbox"/> Miscellaneous Reimbursement (LSMR)  <input type="checkbox"/> Loss Sale/Lease Auto/Personal Contracts (LSSL)  <input type="checkbox"/> Tax Protection (LSTP)
<b>IV. DATE(S) OF SERVICE OR PERIOD COVERED:</b> _____ / _____ / _____		
<b>\$\$ AMOUNT</b>	<b>COST CENTER</b>	<b>FUNCTION</b>
<b>V. PAYMENT TYPE</b> <input type="checkbox"/> <b>One Time Payment:</b> Amount \$ _____  <input type="checkbox"/> <b>Multiple Payment:</b> Total Contract Amount \$ _____ Number of Payments ____		
<b>VI. SIGNATURES:</b>		
<b>HUMAN RESOURCES: Director of HR SFS-Q</b>	<b>DATE</b> ____/____/____	<b>TELEPHONE</b>
<b>CFO, SFS-Q:</b>	____/____/____	
<b>HR KEYSER: (Doha or US)</b>	____/____/____	
<b>VI. Supporting Documentation is attached:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, as listed: Dev 6/14/2005: rev 8/02/2005		



**GU-Q IMPUTED COMPENSATION FORM**

<b>I. EMPLOYEE INFORMATION</b>			
Name (L,F,MI): _____, _____, _____			
SSN: _____ - _____ - _____		Home Dept.#: _____	
<b>Employment Term</b> <input type="checkbox"/> Under 1 Year <input type="checkbox"/> Over 1 Year			
<b>II. FOR EDUCATION ALLOWANCE</b>			<b>Taxable</b> <input type="checkbox"/>
<b>Name of Child</b>	<b>Riyal</b>	<b>U.S. \$</b>	
<b>III. FOR HOUSING ALLOWANCE</b>			<b>Taxable</b> <input type="checkbox"/>
<b>Address:</b> _____	<b>Monthly Allowance:</b>	<b>Riyal</b> _____	<b>U.S. \$</b> _____
_____	<b>Amount for Calendar Year:</b>	_____	_____
_____	<b>Calendar Year Requested:</b>		
<b>IV. MOVING EXPENSES (For Imputed Compensation or reimbursement for Employee's cash expenses)</b>			
Description: _____	<b>Taxable:</b>	<b>Riyal</b> _____	<b>U.S. \$</b> _____
Description: _____	<b>Non-Taxable:</b>	<b>Riyal</b> _____	<b>U.S. \$</b> _____
<b>V. OTHER</b>			<b>Taxable</b> <input type="checkbox"/>
Description: _____	<b>Riyal</b> _____	<b>U.S. \$</b> _____	
<b>VI. HR</b>			
_____ <b>Signature</b>		_____ <b>Date</b>	
<b>VII. CFO</b>		<b>VIII. REVIEWED BY TAX ACCOUNTING</b>	
_____ <b>Name</b>	_____ <b>Date</b>	_____ <b>Name</b>	_____ <b>Date</b>
<b>NOTE: SEND TO PAYROLL FOR PROCESSING</b>			



**GU-Q EXPENSE VOUCHER**

Current Date **12/20/2005**

Date Check Needed **12/20/2005**

MO DAY YEAR

**12/20/2005**

**Vendor Information:**

Vendor ID #   University Employee  University Student

Invoice Date  Payable To

Street Address

Invoice Number  Apartment/Room No.   
(18 characters or less)

City  State  Zip  -

Country  Country Code

Total Amount  Social Security # **OR**  1099 Vendor  
Employer Identification #

**Handling:**

US Mail

US Mail w/attachments

Pickup

Information for Payee

Appears on check stub, 30 characters

**Line Information:**

1099	PURPOSE OF EXPENDITURE (Line Description)	Riyal	U.S. \$	ACCOUNT	FUND	COST CENTER	SUB CLASS
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL AMOUNT		<input type="text"/>	<input type="text"/>	EXCHANGE RATE		<input type="text"/>	

ORIGINAL INVOICE AND/OR OTHER SUPPORTING DOCUMENTATION MUST BE ATTACHED IN ORDER FOR A CHECK TO BE ISSUED. A SEPARATE EXPENSE VOUCHER MUST BE SUBMITTED FOR EACH INVOICE. IF THIS IS A PAYMENT FOR PERSONAL SERVICES (e.g., CONSULTANT, INDEPENDENT CONTRACTOR, HONORARIA RECIPIENT, ETC.), A W-9 WILL BE REQUIRED. ADDITIONAL PAYMENT INSTRUCTIONS CAN BE FOUND ON THE FOLLOWING PAGE.

**PURPOSE OF EXPENDITURE:**

REQUESTOR (PLEASE PRINT) \_\_\_\_\_ DATE \_\_\_\_\_

APPROVAL SIGNATURE \_\_\_\_\_ EXTENSION / DATE \_\_\_\_\_

DEPARTMENT NAME \_\_\_\_\_ EXTENSION \_\_\_\_\_

LOCATION (BUILDING AND ROOM NUMBER) \_\_\_\_\_

APY #003 1/99 SEND: ORIGINAL TO ACCOUNTS PAYABLE DEPARTMENT

RETAIN : A COPY FOR YOUR FILES



## GU-Q EMPLOYEE REIMBURSEMENT FORM

**EMPLOYEE fills out:**

<b>I. PAYMENT INFORMATION</b> (check applicable box)		
<input type="checkbox"/> Employee Compensation Package (Give to HR to sign-off)	<input type="checkbox"/> Business Expense (Give to Supervisor to sign-off)	
Description: _____ _____ _____ (Please attach Documentation/Receipts)		Riyal _____ U.S. \$ _____  (Reimbursement Request)
<b>II. REQUESTOR (employee)</b>		
Requestor's Name (Please Print): _____	Requestor's Signature: _____	Date: _____

**EMPLOYER fills out:**

<b>III. EMPLOYEE</b>  Home Dept.#: _____ Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>		
<b>IV. COST CENTER</b> (for Business Expenses Only)	<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>
<b>V. HR (Compensation Only)</b>  _____ Name Date	<b>VI. SUPERVISOR</b>  _____ Name Date	
<b>VII. CFO</b>  _____ Signature Date		
<b>NOTE:</b> For Business Expenses only, send original to Payroll for Processing. For Employee Compensation Package, Return to HR-Doha for Processing		