

Treasurers Key- NAVIGATING THE - PERSONAL EXPENSE REIMBURSEMENT REPORT




What is a PERR Form?

Used for requesting reimbursement for out-of-pocket expenses incurred for an event, program, conference, sport event, or traveling on University organization business.

When submitting a PERR..... Remember



- Must be an approved  expense supporting the organization.
 - Must be fully descriptive and transparent.
 - Must explain the expenditure(s) purpose.
- At times it may be necessary to “justify” individual expenses.

PERR FORM IS ON-LINE and must be completed by your organizations Treasurer



Treasurers Key- NAVIGATING THE - PERSONAL EXPENSE REIMBURSEMENT REPORT

- Treasurer must review all receipts and approve all receipts



- Treasurer signs into the SABO on line request system.
- Click on Check Request enter account, line and person.
- Select PERR form.
- Enter the Net ID of the person who is receiving the reimbursement.
- Have the date and detailed description for the program/event on the PERR form.

PLEASE REMEMBER



- Original receipts are required for Submission
- Please do not put personal or non – reimbursable items on your submitted receipts.
- All receipts must be itemized. Please review sample receipts listed below.

SAMPLE ITEMIZED RECEIPT

You must have an original receipt, no copies accepted

Check no	Tab	Cov	Ser	Time	Date
25755/1	4	2	14	14:05	1.30.10
1	ICED TEA				2.00
1	MEAT SOUP - BOWL				3.95
1	TURKEY BURGER				6.95
	Food				12.90
	SUB TOTAL				12.90
	Sales Tax				1.10
	TOTAL				14.00

The DATE on your receipt must be between January 23, 2010 and March 23, 2010

The qualifying ITEM/ACTIVITY must be clearly itemized on the receipt (e.g. sneakers, ice skating, yoga class, etc.)

THANK YOU
Beth

Universal Mart Inc.			
New York, NY 1003			
2/11/2010 12:42:14			
Slip #47146	Clerk:	Yoko	
1 HOU00119	3.99	3.99	
Mr.Clean			
1 HOU00301	1.99	1.99	
Sponge			
1 HOU00304	0.79	0.79	
Ajax			
Paid by:	20.00	Cash	
Change:	12.65		
	Subtotal	6.77	
	8.625% Tax	0.58	
	Total	7.35	
Thank you for shopping with us.			
No Cash Refund - Exchange Only w/Receipt			

The DATE on your receipt must be between January 23, 2010 and March 23, 2010

The qualifying ITEM/ACTIVITY must be clearly itemized on the receipt (e.g. sneakers, ice skating, yoga class, etc.)

Treasurers Key- NAVIGATING THE - PERSONAL EXPENSE REIMBURSEMENT REPORT

- Receipt/Invoices that were paid by credit card and have that noted on the receipt are acceptable documentation for reimbursement.

SAMPLE RECEIPT

555 S Anystreet
Austin, TX 78745
555-555-5555

STORE: 0003 REGISTER: 001
CASHIER: KATIE
ASSOCIATE: 000000

CUSTOMER RECEIPT COPY

ORIGINAL TRANSACTION INFORMATION
STORE : 00032
REGISTER : 001
DATE : 12/31/2005
NUMBER : 5194

259.99

SUBTOTAL 259.99
SALES TAX 21.45
TOTAL 281.44

AMOUNT TENDERED
Visa 281.44
ACCT: *****1234
EXP: *****
APPROVAL: 999999
CARDHOLDER: JANE SMITH
TOTAL PAYMENT 281.44

Transaction: 52858 1/8/2006 2:40 PM

CARDHOLDER SIGNATURE:


THANK YOU FOR SHOPPING WITH US
WE APPRECIATE YOUR BUSINESS

- Receipts or invoices that do not have a zero balance and do not show credit card information, a copy of your credit card/bank statement is required.

Treasurers Key- NAVIGATING THE - PERSONAL EXPENSE REIMBURSEMENT REPORT



- Treasurer-Always select your advisor as your second level approver.
- Treasurer-Print out the completed PERR and bring to your advisor.
- The advisor will then review all receipts and the completed PERR form for required signature approval.



- After this is completed it may then be turned into SABO to be processed

When submitting a PERR..... Remember



- Must be an approved expense supporting the organization.
 - Must be fully descriptive and transparent.
 - Must explain the expenditure(s) purpose.
- At times it is necessary to “justify” individual expenses.

Treasurers Key- NAVIGATING THE - **P**ERSONAL **E**XPENSE **R**EIMBURSEMENT **R**EPORT

NEW**** EACH WEEK randomly selected PERRS are sent to the Student Affairs Auditing Department for review. If any issue is found during this review an official letter is sent to the student, the advisor and if necessary the governing funding group to advise them of the situation. And it is at this point that any issue/remarks are addressed by the advisor and /or governing groups and remedies must be applied to all future submitted PERR forms.



In accordance with Rutgers University policy **RAN** is used when the SABO office is reviewing a submitted PERR Request.

- **RAN**



Reasonable – means that cost of the goods or services are not excessive.

Appropriate – means that the expenditure is consistent with objectives of the program, project or trip. Appropriate also means that the expenditure is allowable under the terms and conditions of the underlying funding source and/or policies established by the University.

Necessary- means that the expenditure is required to achieve the expected goals or outcomes of the program, project, or task.

Please see the following pages for an acceptable PERR.

Treasurers Key- NAVIGATING THE - PERSONAL EXPENSE REIMBURSEMENT REPORT

MISC GENERATED REVNU - (137)

Jamie Scannella

candy, drinks, snacks, and craft letters

candy, snacks, and drinks, and craft letters for valentine event held on 2/15/2013 at cac student center.

Item	Description of Expense	Amount
	snacks and drinks	\$31.17
	candy	\$19.42
Supplies/Decorations	letters for craft	\$33.85
	Total	\$84.44

Treasurer Name

Date

Signature

Approver Signature

Treasurers Key- NAVIGATING THE - PERSONAL EXPENSE REIMBURSEMENT REPORT



(732) 562 - 1771
 MANAGER GIOVANNI AMBROSIO
 1303 CENTENNIAL AVE
 PISCATAWAY NJ 8854

ST# 2633 OP# 00003956 TE# 10 TR# 08573

DORITOS	002840015636	F	2.98	N
LAYS	002840016016	F	2.68	N
LAYS	002840016013	F	2.68	N
LAYS	002840016015	F	2.68	N
LAYS	002840016018	F	2.68	N
LAYS	002840016016	F	2.68	N
CHEEZ IT	002410044087	F	3.98	N
CHIPS ANDY	004400003219	F	1.98	N
COOKIES	004400003223	F	1.98	N
PEPSI DT CF	001200000496	F	1.28	X
MT DEW 2LT	001200000233	F	1.28	X
PEPSI 2 LT	001200000710	F	1.28	X
DRIPER	001200000000	F	1.28	X
DT PEPSI MAX	001200000000	F	1.28	X
	SUBTOTAL		30.72	
TAX 1	7.000 %		0.45	
	TOTAL		31.17	
	DEBIT TEND		31.17	
	CHANGE DUE		0.00	

EFT DEBIT PAY FROM PRIMARY
 31.17 TOTAL PURCHASE
 ACCOUNT # **** * 7865 S
 REF # 312100842153
 NETWORK ID 0456 APPR CODE 911039
 TERMINAL 70270001

05/01/13 13:44:44

ITEMS SOLD 14

TC# 9395 3458 3239 9493 1536



Ask a Pharmacy Sales Associate how you
 can save money on your medications!
 05/01/13 13:44:46

Treasurers Key- NAVIGATING THE - PERSONAL EXPENSE REIMBURSEMENT REPORT



Welcome to Shop Rite
of PISCATAWAY

02/12/13 03:14pm S552 R3 T134 C486471

* Regular Items *

HERSH KISS VAL BIG 5.99 B

On Sale You Saved 0.90

ANDES CHERRY JUBIL 1.69 B

On Sale You Saved 0.30

REESE PNTBTR MINI PC 3.74 B

On Sale You Saved 0.25

MC 4584 PC Hershey's Minia 0.25-B

HERSH MINIATURES VPC 3.74 B

On Sale You Saved 0.25

MC 4575 PC Hershey's Minia 0.25-B

SNICKERS MINI VAL 3.49 B

On Sale You Saved 0.50

Valued Customer 48500094836

TAX 1.27

*** BALANCE 19.42

***** Transaction Record *****

ShopRite of PISCATAWAY, NJ

Store # 552

Terminal: 3 Operator: 486471

02/12/13 03:14pm 134

Acct#: *****6415 SWIPED

Purchase: \$ 19.42

RESPONSE CODE: Approved

APPROVAL CODE: R1148B

PREPAID CARD BALANCE:

MASTER CARD 19.42

CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 5

Treasurers Key- NAVIGATING THE - PERSONAL EXPENSE REIMBURSEMENT REPORT

3/26/13

Gmail - Craft Cuts: New Order # 4200047242



Craft Cuts: New Order # 4200047242

Sales <sales@craftcuts.com>
To: M Mayat <megmayat@gmail.com>

Sun, Mar 24, 2013 at 10:09 PM



Thank you for your order from Craft Cuts. If you have any questions about your order please contact us at sales@craftcuts.com or call us at 1-877-292-0641 Monday - Friday, 7:00am - 5:00pm MST.

Your order confirmation is below. Thank you again for your business.

Your Order #4200047242 (placed on March 24, 2013)

Billing Information:

[Redacted Billing Information]

Payment Method:

Credit Card

Credit Card Type: MasterCard

Credit Card Number: xxxx-2829

Payer Email: [Redacted]

Shipping Information:

[Redacted Shipping Information]

Shipping Method:

Select Shipping Method - 3Day

Item	SKU	Qty	Subtotal
Unpainted Greek Letters Enter Text Text: ΦΣΠ Font: Times New Roman Thickness: 1/8 inch Height: 1 " Letter Count: 3 @ \$0.50 each Approximate Width: 2.6"	cra_greek_letters_unpainted	14	\$21.00

Treasurers Key- NAVIGATING THE - PERSONAL EXPENSE REIMBURSEMENT REPORT

Comments

Provide an extra copy of the receipt in the box.

Describe your purchase,

These three examples are just a few of the many receipts you may receive when making a purchase for your organization's activities. Please be sure all receipts show what was purchased and reflect how payment was made. If credit card information is not listed a bank or credit card statement may be required.

If you have any questions on your PERR submission please contact your advisor or the SABO office.