

MSUM Employee Expense Report

Temporary Process

Employee

1. Complete the [Employee Expense Report](#) as normal.
2. Options to submit the expense report:
 - a. **Submitting by email**
 - i. Signature options
 1. Digital signature
 - a. If you do not have a digital ID set up in Adobe, you will need to create one
 - i. [Instructions on creating a digital ID](#)
 - b. When you add a digital signature, it will require you to re-save the document
 2. Manual signature
 - a. Print form → sign it → scan it
 3. Without a signature
 - a. **Copy and paste this statement in your email:** I declare under the penalty of perjury that this claim is just and correct and that no part of it has been paid except with respect to those advance amounts herein shown and hereby authorize payroll deduction of any such advances not accounted for within 28 days after completion of trip. I have not claimed frequent flyer mileage or other travel benefits as my own.
 - ii. Upload receipts/additional documentation (ex. Travel Authorization, Special Expense form, etc.)
 1. You can scan multiple receipts at a time (review that they are legible).
 2. If taking a picture with your phone, make sure the file is saved as a JPEG.
 - iii. Forward email to the approving person
 - b. **Submitting by mail**
 - i. Send completed form, including receipts, to Business Services:

MSUM- Business Services
1104 7th Ave. South
Moorhead, MN 56563
 - ii. Your form and receipts will be scanned by Business Services and emailed to your supervisor for approval.
3. Please keep the original documents as Business Services may need those at a later date.

Approvers

The following steps may need to be repeated twice if going to a Supervisor/Department Chair, and then to a VP/Dean/Director.

1. When you receive an Employee Expense, check whether it is digitally or manually signed
 - a. Digital signature
 - i. Add in your own digital signature (it will require you to re-save the document).
 - ii. Include the newly signed document to the email.
 - iii. Forward the email with all attachments included to the next approving person.
 - b. Manual signature (two options):
 - i. Forward email (with all attachments).
 - ii. **Copy and paste this statement in the email:** I approve based on my knowledge of the necessity for the expense and on the basis of compliance with all provisions of applicable policy and procedure.
2. Email completed form and attachments to Deb Hval at hval@mnstate.edu.