

TEXAS WOMAN'S UNIVERSITY
Guidelines for use of the
Reimbursement for Personal/Non-Reimbursable Expenses Transmittal Form

All deposits presented to the Cashier's Office must be accompanied by this form.

**This is a fillable PDF. Complete the form electronically to ensure that all amounts balance, then print and take to the Bursar's Office with your payment.*

1. **Date:** each transmittal should include the date of preparation.
2. **Employee Name and Department:** the cardholder's name and department (if payee is a different person, the payee's name will go in "comments" below)
3. **Reimbursing:** select PCard or Travel Card (the card that paid the original expense, marked as "personal/non-reimbursable" in the Expense Report)
4. **Phone number** of the preparer/payee.
5. **Email:** email of the payee, in case there are questions.
6. **Comments:** enter details, such as the Expense Report name and number (to match up the original expense with this reimbursement), the payee's name if different from the cardholder's above, etc.)
7. **Collection Summary:** a total of all payments for this transaction. Enter the amount beside each type of currency that is contained in the deposit (**no credit card payments allowed**).
 - * Coins - total of all coins.
 - * Currency/cash (payee must bring exact change) - total of all denominations of currency (money orders are considered as CHECKS, not currency)
 - * Checks – (write driver license number and date of birth on the check)
The following items are included with checks: Cashier's Checks, Certified Checks, Money Orders, Traveler's Checks, and personal checks.
8. **Total Collected:** the amount entered here is a total of all coins, cash, and checks.
9. **Oracle Account:** list each expense on a separate line (this helps match payments with original transactions). All deposits will go to the default account number (chart string) on the form.
10. The amount of Total Collected and Total Deposit should balance.
11. **Payees cannot wait for this transaction to be completed.** Bursar's office completes these payments as time permits. The processed form will be returned to the employee by intercampus mail when completed. *This serves as your receipt of payment. Keep for your records; add to expense in Concur; and attach completed form to a ticket in the Credit Card Services TDX ticketing system.*
12. **Dallas and Houston campus:** employees on Dallas or Houston campuses must either come to Denton campus or mail a check/money order and their completed form to: Texas Woman's University, Bursar's Office, 304 Administration Dr., Room 101, Denton, TX 76204. *See above for check requirements.*

Reimbursement for Personal or Non-Reimbursable Expenses



**TEXAS WOMAN'S
UNIVERSITY™**

Pay at the Bursar's Office
For questions, contact concur@twu.edu

Date: _____	Employee : _____
	Department: _____
Reimbursing: Pcard or Travel Card	Phone Number: _____
	Email: _____
Comments:	

Collection Summary		Oracle Account	
Cash & Checks		Account (Chart String)	Amount
Coin		111.00000.00000.12012.000.0000000000*	
Currency			
Checks			
Total Cash Deposit:			
Credit Cards: not allowed for this transaction type.			
Total Collected: _____		Total Deposit: _____	

*The chart string will always be 111.00000.00000.12012.0000000000 when paying back the University.

Bursar's Office: Complete this section	
Deposit Date: _____	Notes: _____
Document Number: _____	
Cashier Processing: _____	