Common Errors on T&Bs

- 1. Incomplete information. Be sure to fill in all questions, particularly prepaid dollar amounts and conference fees (electronic reports), and airfare and account number (paper reports).
- 2. Failure to explain clearly what and why you are requesting reimbursement. For example, if you are not requesting transportation or lodging reimbursement, explain why.
 - Stayed at home of friends etc.
- 3. Submitting T&B's without a complete chronological sequence.
 - Make sure to include everything as listed on guide sheet. This also means receipts attached in chronological sequence.
- 4. Incomplete documentation.
 - Make sure all receipts and necessary backup are attached. MUST HAVE conference announcement and itinerary. Review the guide for complete details.
- 5. Not having an airline passenger ticket for reimbursement-attach original ticket.
 - If the airfare was previously paid using a TR or PCARD, one may substitute record of this payment for the ticket.
- 6. Not having proof of purchase for all reimbursements. If you purchased an item using a credit card you must have documentation of this purchase.
 - If proof of purchase doesn't appear on purchase receipt you must obtain a credit card statement as proof of purchase.
- 7. Not listing all individuals with affiliation for each person that attended a business luncheon or dinner. These people and their affiliations must be detailed.
- 8. Insufficient explanation. If lodging or other expenses were split between two people, include backup explaining how a credit card receipt or bank statement that clearly shows the portion paid by the person requesting reimbursement.
- 9. When asking for reimbursement in foreign currency a conversion worksheet must be attached.
 - Provide clear proof that the conversions are accurate by providing the printed conversion page for each transaction.
- 10. Not having documentation (MapQuest etc) of mileage to and from event if requesting mileage reimbursement-prove the distance you include is accurate.

- 11. Incorrect dates: Double check all dates to make sure the timeline is accurate and receipts reflect the proper date.
- 12. Incorrect dollar amounts and charges: Check all receipts against the T&B to make sure every charge is accurate.
- 13. Car rental insurance is not reimbursable.
- 14. Including tax for reimbursement of supplies.
 - Tax is not a reimbursable expense when purchasing a supply item.
- 15. Avoid using the word "Gift" whenever possible in explanations
- 16. Purchasing from any University of Pittsburgh centers without a purchase requisition and then requesting for reimbursement-get a purchase requisition before going to purchase the item.
- 17. No reference code listed in the account number.
 - If you're charging to an 02 or 04 account, a reference code must be used. Contact a Bioengineering Admin staff member or dgealey @pitt.edu.
 - --REMEMBER, These forms are approved by at least one person in 3 different departments, please make them clear and accurate and they will be processed timely.