

DocuSign Late Expense Form

Form Approvers:

The form approvers require edits depending on the age of the request.

- 60 days – Under 6 months: The Department approver is Maryann Holtsclaw (holts@cs.rutgers.edu) and the Dean's office approver (DDA) is Anoop Ahluwalia (anoop@sas.rutgers.edu) – (**For Faculty only, your Department Approver is Ulrich Kremer**)
- 6 months – 12 months: (**Please see Jensen and Maryann**) The Department Approver is Anoop Ahluwalia (anoop@sas.rutgers.edu) and the Dean's office approver (DDA) is Laura Danson (ldanson@sas.rutgers.edu) **Please Note: Only in rare instances when late reports include truly extenuating circumstances will a request over 6 months be reviewed and approved. Please note that the following reasons will no longer be accepted: "unfamiliar with new system", "forgot", "lost receipts", and "too busy". Late reports citing reasons such as the ones listed will be rejected by the MPS Dean's Office (over 60 days) and the SAS Finance Office (over 6 months).**
- **Requests 12 months and older: cannot be submitted**
- **IMPORTANT: Please submit your request 10 business days prior to the 60-day cut off as the request must go through all approval steps by the 60th day.**

Completing the form:

When you receive the alert from DocuSign, a message will pop up informing you that this is a late expense form and if you would like to continue with this form: please click continue.

The form will pop up and you will fill out the form:



SAS EXPENSE REPORT LATE EXCEPTION JUSTIFICATION FORM
(Attach approved form to the Expense Report submission)

DATE:
NAME OF REQUESTOR TO BE REIMBURSED:
DEPARTMENT/UNIT:
EXPENSE REPORT NO. RBU (If available):
EXPENSE REPORT TOTAL DOLLAR AMOUNT:
EXPENSE REPORT BUSINESS PURPOSE (BRIEF):
DATE OF PURCHASE -OR- DATE REQUESTOR RETURNED FROM TRAVEL:
JUSTIFICATION FOR SUBMITTING LATE REIMBURSEMENT REQUEST:
HOW MANY LATE EXPENSE REQUESTS HAVE BEEN SUBMITTED FOR THIS REQUESTOR SINCE 1/1/2020?
REQUESTOR'S SIGNATURE:
<small>Note: Expense reports must be fully processed by University Accounts Payable within 60 days, and so it is recommended that Expense Reports be submitted to the Department Approver within 30 days of return from travel. Expense Reports submitted beyond six months require special approval. Expense Reports submitted beyond one year will not be approved under any circumstance. By signing this justification form, Requestor acknowledges complete understanding of the SAS Travel & Expense submission policy which can be found here: "https://secure.sas.rutgers.edu/apps/policy/index/download/id/4".</small>
DEPARTMENT APPROVER SIGNATURE:
DATE:
NEXT-LEVEL APPROVAL (DEAN'S OFFICE):
DATE:

Once you fill out the form, you will then click the **“sign”** button to electronically sign the form. Click **“finish”** when done and the form will be directed to the approvers for signature.

Once all signatures have been captured, the form will be sent back to you fully signed. The completed form should be attached to your expense report.