

Employee/Personal Expense Reimbursement Form



FIN-AP-032

Section 1 - Information and Instructions

The purpose of this form is to provide the MTA Business Service Center (BSC) with information to process Employee Expenses in PeopleSoft.

- 1) In accordance with the MTA All-Agency policy, this form should be completed by any employee not in "travel status" but seeking to receive reimbursement for expenses incurred while performing official MTA duty. These out-of-pocket expenses must qualify as reimbursable business expenses according to the applicable MTA All-Agency Policy Directives. (Examples: licenses, business meals, taxicabs/car service, training/seminar fees).
- 2) Please attach any supporting documentation (e.g., receipts, memos' etc..).
- 3) Accounting distribution must equal amount to be paid.
- 4) If accounting distribution details exceed lines available on this form, please attach a separate schedule.
- 5) Fields that contain a "*" prefix are required fields. Please note that forms missing completed required fields are rejected and sent back to the requestor for correction and resubmission.

Please email to invoice@mtabsc.org. If you have any questions, please contact MTA Business Service Center (BSC) at 646-376-0123 or bscservice@mtabsc.org.

Section 2 - Requestor Information

*Date of Request

*Requestor Name

*Requestor Title

*BSC ID

*Agency Payroll

*Department

*Telephone Number

*E-mail Address

*Workflow Approver Name

*Workflow Approver BSC ID

Section 3 – Remit-To Information

**** All Payments will be processed with regular Payroll and is Tax Free ****

*Remit-To Name		*BSC ID	
*Remittance Address		*City	
*State		*Zip Code	

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Section 4 - Accounting Distribution Detail											
GL Business Unit	Ledger Account	Responsibility Center	Cost Center	Function Code	PC Business Unit	Project / Task	Work Order / Activity	Budget Ref	Affiliate	Fund Code	Amount
Total											

Section 5 - *Comments	

Section 6 - Authorization	
*Employee Name & Signature	Date
*Supervisor Name & Signature	Date