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.

   - 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.