

Expense Certification Form – Employee Travel

Carbondale Campus End User Instructions

FORM – Expense Certification Form – Employee Travel

Use: To be completed whenever an itemized receipt has been lost or cannot be obtained.

Access: Access the form via the E-Forms web site (<http://eforms.siu.edu/index.html>). Adobe Reader 7.0 or higher software must be installed on your computer to allow you to access the form. If you do not have Adobe Reader software, download it from the AIS web page (select Software Downloads, Adobe Reader).

Instructions: Complete the form using the expense information available. Attach any backup documents to substantiate the expenses.

Routing: This form may be submitted electronically via email to aptravel@siu.edu

or

Print, attach to the Travel Expense Voucher it pertains to and mail to:

Accounts Payable Office, MC 6818
ATTN: Travel Section

***** The preferred routing method is electronically via email. *****