

Expense Report Greater Than 30 Days Past Due Acknowledgement Form



Excellence Lives Here

Policy Reference: Per University policy, cardholders are responsible for reconciling all OneCard transactions within **30 days after the end of travel or before the 15th of the next month for purchases for non-travel**. Reports not reconciled within **45 days** subject the cardholder to **suspension of OneCard privileges**. Any expense report submitted **more than 30 days past due** must include this completed form, signed by the **VP Business Affairs/ CFO**, in order to be considered for approval.

Employee & Report Information

Employee Name:	
Employee ID:	
Department/Unit:	
Supervisor Name:	
Expense Report Name/ID:	
Report Total:	\$
Original Submission Deadline: MM/DD/YYYY	
Actual Submission Date: MM/DD/YYYY	
Number of Days Past Due:	

Explanation for Past Due Submission (Required)

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Corrective Action Plan (Required)

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Acknowledgement & Consequences

I acknowledge that:

- This report is in violation of the OneCard Expense Policy.
- If additional reports are submitted late, my OneCard privileges may be suspended.
- After three requests for exception within a 12-month period, my OneCard will be subject to cancellation.

Required Signatures

Employee Signature & Date:		
Supervisor Signature & Date:		
VP Business Affairs/CFO Signature & Date:		