

Guest Reimbursement Form Instructions

The Guest Reimbursement form in Jaggaer is used to request reimbursement to domestic (US) guests of TCU. A guest reimbursement refers to a payment issued to a non-TCU employee or student for out-of-pocket expenses incurred while conducting business on behalf of TCU.

This form should only be used for:

- Infrequent guest reimbursements (four or less per year), or
- Reimbursements made to volunteers

Guests reimbursed greater than four times per year must register as a supplier and provide reimbursement invoices ([Link](#)). Reimbursement invoices are submitted by departments using the Jaggaer Payment Request form.

Important:

- This form must not be used to compensate for services or honorariums (appreciation payments).
- International guest reimbursements cannot be processed using this form. International guests must register as a supplier and provide reimbursement invoices ([Link](#)). International reimbursement invoices are submitted by departments using the Jaggaer Wire Request form.

Enter all required information carefully. The name and address provided will appear exactly as entered on the reimbursement check.

Submit guest reimbursements individually, do not include more than one payee per submission.

- 1) From the Accounts Payable Forms in Jaggaer, select the Guest Reimbursement tile

Accounts Payable Forms



- 2) **Supplier Information** - Does not require departmental action, move to item 3.
- 3) **Reimbursement Information** – Read the instructions and complete the required fields. See diagram below for reference regarding information required. Failure to provide this information may result in the report being returned by Accounts Payable. Note: Mileage is calculated as # of miles X IRS mileage rate which can be found [HERE](#).

Reimbursement Information (Required)



Enter today's date as the Invoice Date. Enter the Description and Amount for each reimbursement expense (e.g., airfare, lodging, meals, mileage, entertainment). If there are more than seven expense types, enter "Other" on line 7, combine the remaining amounts, and list the expense details in the Comment/Special Instructions field. Enter amount in U.S. dollars only. For other currencies, refer to Instructions above for international guest reimbursements.

This form may not be used to pay for goods or services.

Invoice Date ★

mm/dd/yyyy

| Description | Amount |
|--------------|---------------|
| Airfare | 450.00 |
| Hotel | 195.70 |
| Meals | 57.99 |
| Mileage | 21.70 |
| | |
| | |
| | |
| Total | 725.39 |

Required: Enter the name of the event or purpose of the expense(s) and provide the date(s) they were incurred by the guest.

Financial Services interview candidate - Mark Smith, 10/1/25 - 10/2/25

4) Payment Address Information – Read the instructions and complete the required fields.

Payment Address Information

Enter all required information carefully. The payee name must match the name on their bank account, and all entries must match the information provided by the payee via email and attached below. **The name and address provided will appear exactly as entered on the reimbursement check.**

Payee Name ★

Address 1 ★

Address 2

City ★

State ★

Zip ★

- 5) **Supporting Attachments** – Read the instructions and attach required documentation. For repeat requests to the same guest, you may attach an email confirming the previously provided information is still current. The email must include the original payee name and address (matching section 4) and reference documentation provided within the past three months. If the original documentation is more than three months old, the guest must restate their name and address. Attachments must be PDF(s).
- 6) Add to New Cart and proceed to Checkout
- 7) Provide Accounting codes and Submit