



UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
Employee Expense Reportable as Income Form

Employee Name:	<input type="text"/>	Employee ID:	<input type="text"/>
United States Citizen or Permanent Resident (Green Card Holder):		<input type="radio"/> Yes	<input type="radio"/> No
Department Contact:	<input type="text"/>	Reimbursement Year:	<input type="text"/>
Expense From Date:	<input type="text"/>	Expense To Date:	<input type="text"/>

Payments Reportable as Income		
<u>Type of Expense</u> Example: Parking, Airfare, Membership, Books, Supplies, etc.	<u>Transaction #</u>	<u>Total</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Total Expenses Reportable as Income		

<u>Reason for Taxability</u>	
<input type="radio"/>	120 Days. All reimbursements of expenses non-accounted for within 120 days after the date of the event (for travel, the date of return; for non-travel, the date of the purchase).
<input type="radio"/>	Other.

<u>Certification</u>	
I understand that all expenses listed on this form are considered W-2 income in accordance with IRS Regulations. The total amount of such payments will be included as compensation. Appropriate tax withholding will be reflected on a future payroll check based on current Federal and State Supplemental Tax Rates.	
Employee Signature _____	Date _____

Reset

Save

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