

## Pre-Paid Expenses

The Pre-Paid Expense Form should only be used for travel-related and other expenses incurred before July 1 for trips, events or programs taking place in the next fiscal year. Please review the form carefully and select all relevant expenses purchased on a GBC Purchasing Card. This form should only be submitted after you have paid your pre-paid expenses and submitted a Workday transaction. It is your responsibility to ensure that all prepaid expenses comply with GBC's travel procedures and other purchasing guidelines.

### Note for Travel-Related Expenses:

- After July 1, you must submit a Spend Authorization in Workday for the travel expenses as usual. Any Spend Authorizations submitted for pre-paid travel before July 1 will be canceled.
- If you're purchasing travel for multiple travelers, you may use a single form for all bookings.

Name (Initiator): First \_\_\_\_\_ Last \_\_\_\_\_

Traveler Name(s): First \_\_\_\_\_ Last \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Worktag(s): \_\_\_\_\_

Pre-Paid Expenses:

Registration Flight Hotel Ground Transportation Baggage Fees Travel Insurance (provide a reason, e.g. international) Other (i.e. Deposits, other pre-paid expenses)

Workday Transaction Number(s) (PCV, SIR, RCT): \_\_\_\_\_

Comments: \_\_\_\_\_

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