

State of Maryland Expense Account (GAD form X-5)

Individuals are required to request reimbursement for any out-of-pocket travel expenses within **five days** of the return date. If applicable, they must also repay the travel advance given. To do this, they should submit a completed [State of Maryland Expense Account \(GAD form X-5\)](#) via DocuSign to the appropriate departmental signing route, starting with their immediate supervisor. To complete the form, please follow these instructions:

1. Fill in the following information
 - a. Department
 - b. Unit or Division
 - c. Agency Code- *Morgan State University's agency code is **R13**
 - d. *Employee Social Security No.
 - i. This is a **State** requirement for the form to be accepted for processing by the State.
 - ii. All nine digits of the social security number are required.
 - iii. **Do not** use your MSU ID# as a substitute.
 - e. Employee Name
 - f. Address
 - i. Must be the mailing address of the traveler
 - ii. **Do not** use the university address
 - g. Assigned Office Location (City)
 - h. One Way Commuter Miles (the total distance from the traveler's home to the university)
 - i. For Period Beginning (the departure date of travel)
 - j. And Ending (return date of travel)
 - k. Date
 - i. Enter a date above each day of the week as it coincides with the travel dates
2. Enter itemized expenditures

If the expense account is for a group/team, see [group/team travel](#) for instructions on how to enter the itemized expenditures. Otherwise, continue to the next step.

*The **only** expenditures that should appear on the State of Maryland Expense Account (GAD form X-5) are those not paid for by a University purchase card or purchase order. This includes:

- Hotel
- Fare
- Taxi/Rideshare/Shuttle
- Bridge or Road Tolls
- Parking
- Car Rental

- Registration Fee(s)
 - **Membership fees** cannot be reimbursed through the expense form.
 - The first option of payment should be the department purchase card.
 - If a traveler pays the membership fees out-of-pocket, the cost can be reimbursed via a [non-travel reimbursement form](#).

The trip receipts/paid invoices showing the itemized charges and method of payment must be attached to the State of Maryland Expense Account (GAD form X-5).

- If a personal debit/credit was used as the method of payment, a copy of the debit/credit card statement showing the following information must be submitted:
 - Full name of the cardholder
 - Complete mailing address of the cardholder
 - The last four digits of the credit card number
 - All itemized charges associated with the expenditures for reimbursement
 - **The cardholder may redact all other information not related to the expense account.**

If requesting mileage reimbursement, a copy of a mileage map from Google Maps, MapQuest, or another web mapping service must be attached to the State of Maryland Expense Account (GAD form X-5) to confirm the total distance traveled.

**** Attachments that MUST be uploaded with the State of Maryland Expense Account (GAD form X-5) or the form will be DECLINED (if applicable):**

1. Copy of travel authorization with Assigned TL#
2. Copy of the check stub (if an advance was received)
3. Attendee list (Group/Team travel **only**)
4. Complete itemized receipts showing the method of payment
5. Mileage map (if applicable)
6. Copy of credit card statement (if applicable)

3. Upload the completed State of Maryland Expense Account (GAD form X-5) to [DocuSign](#)

- Once the form is uploaded to DocuSign assign a signing order to the “**Add recipients**” section in **DocuSign** according to your departmental approval route
 - The **final** signer in your signing order should be the travel department. Please use the following email address in **DocuSign**:
 - travel.comptroller@morgan.edu

- Go to the “**Add message**” section. In the “**Email subject**” box after the words “Complete with DocuSign:” put the **TL#, Last Name of the traveler**, and the words “**Expense Report**” in the following format (**TLXXXXX-JOHNSON-EXPENSE REPORT**)
- Click “Next”

4. Add the “**Signature**” and “**Date**” fields to the expense report

- The traveler should sign the employee signature line
- The immediate supervisor should sign the immediate supervisor signature line
- The authorized signature line should be used if applicable for your department