

**Employee Expense Reimbursements Past 60 Days –
Reasonable Cause for Late Submission (Taxable Compensation Issue)**

Employee Name: _____

Employee State ID#: _____

Employee Email: _____

Employee Phone Number: _____

Please provide a detailed explanation that you believe would provide reasonable cause for the late expense report submission (examples that might be considered reasonable cause not to treat the late submission as taxable compensation include extended serious illness, death in the family, Covid-19 related delays, etc.):

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Supervisor Phone #: _____

Please submit completed form to system office, Business Office @ businessexpenses@minnstate.edu. You will be notified within 15 days (from the date received) of the results (approved or denied as far as the tax treatment of the reimbursement).

For Business Office Use Only:

Date Received: _____

Name: _____

Approved or Denied: _____

Date Approved or Denied: _____