

## CORRECTION OF EXPENSE FORM

This form should be used to move actual expenses already incurred from one line item to another line item within the same department or between departments (i.e: when an expense has been charged to your account by error). Transactions should be listed individually. Appropriate documentation should be attached (e.g: copies of invoice/receipts, print out from Budget vs. Actuals, etc.) to the request.

*If you are moving funds from one department to another to cover costs before an expense occurs or to charge another department for services, you will need to submit a Transfer of Funds. If you are moving budget from one pooled account to another within the same department or division, you will need to submit a Budget Revision Form.*

**Completed form should be emailed to [accounting@elon.edu](mailto:accounting@elon.edu).**

DATE: \_\_\_\_\_

ACCOUNT NUMBER <i>(12 Digits)</i>	VENDOR/DESCRIPTION	MOVE CHARGE TO <i>(Debit)</i>	MOVE CHARGE FROM <i>(Credit)</i>
<b>TOTAL:</b>			

<b>EXPLANATION &amp; APPROVAL</b>	
<i>Provide a brief explanation of why the expense correction is being requested.</i>	
<b>PREPARER'S NAME</b>	<b>BUDGET MANAGER <i>(e-signature)</i></b>