Travel & Expense Voucher Instructions & Checklist

- Complete Payee Section including:
  - Name
  - University ID#
  - Campus Address
  - Department
  - Campus Ext #
  - Mailing Address
  - Clear business purpose stated and copy of conference or event agenda attached
  - Check whether the TEV is a Cash Advance Reconciliation or Out-of-Pocket Expenses
  - W-9 completed if Non-University Employee

- Tape the original itemized receipts to an 8 ½ x 11 piece of paper, organized by date and expense type (necessary for scanning purposes)

- Complete a Missing Receipt Form for any missing receipts and for any non-itemized receipts

- Enter one day per column – do not combine expenses for multiple days in one column

- Enter the appropriate Meal Expenses by Breakfast, Lunch and Dinner

- For all meals, an itemized receipt must be provided. A summary receipt with only the meal total is not acceptable documentation. If an itemized receipt is not available, a Missing Receipt Form must be completed.

- Alcohol is not allowed except for donor cultivation purposes or pre-approved by a University Officer

- Miscellaneous Expenses should be listed out individually on the “back” page of the TEV under “Miscellaneous Expenses”.

- Enter Hotel Expense
  - Any meals charged to the room need to be entered under the appropriate Meal Expense and deducted from the Hotel Expense
  - Need to provide an itemized receipt for meals charged to hotel room. If itemized receipt is not available, a Missing Receipt Form must be completed.
  - Hotel Expense does not include any personal charges

- Enter Conference Fee Expense

- Transportation Expenses
  - Categorize expenses by mode of transportation
  - Gas is only allowed for rental cars or University owned vehicles
  - If using your personal vehicle, complete the Mileage Log

- Mileage Log
  - Complete the Mileage Log page of the TEV if using your personal vehicle
  - Include: Date of Travel From Address
To Address

Business Purpose of trip
Total Mileage (note: relocation mileage has a reduced rate and will be included, due to space restriction, with the last day’s mileage)
Deduct Daily Commute Miles
Reimbursable Mileage (Total – Commute)

- Must attach print out of directions showing mileage from MapQuest or Google Maps

○ Foreign Currency Conversion
  - Use [www.oanda.com/currency/converter](http://www.oanda.com/currency/converter) to convert all foreign expenses to U.S. dollars
  - Include a screen shot of the Oanda conversion with each receipt
  - You must use the date of the actual receipt (not the current date) as rates vary daily
  - If applicable, you may use a credit card statement showing the conversion and any associated fees.
  - Write the U.S. dollar amount on each receipt, along with a description of the expense
  - Complete the Foreign Currency Conversion page of the TEV which includes the Country of Travel

○ Totals Section
  - Total Expenses (current page)
  - Total Expenses (all pages)
  - Cash Advance Check # and Cash Advance Amount: Complete if you received a cash advance
  - Balance Due Me = total expenses – cash advance amount
  - Balance Due University = Amount you need to return to the University if you did not use all

○ Accounting Distribution
  - Fund/Org to be charged
  - Account to be charged
  - Amounts to charge each fund/org and account
  - The Fund/Org and Account for a Cash Advance Reconciliation should be the same as the original Cash Advance Request
  - Make sure the accounts have sufficient funds before submitting TEV

○ Signatures & Approvals
  - The individual being reimbursed needs to sign and date on “Signature of TEV Payee” line
  - Provide name and Ext. of who to call with questions
  - Print Supervisor’s Name and Ext.#
  - Supervisor must sign and date all pages of TEV
  - If the supervisor approving the TEV participated in any of the expenses, their supervisor must also sign and approve TEV

○ Submit TEV within 30 days of completion of travel or expense
Tape the original itemized receipts to an 8 ½ x 11 piece of paper, organized by date and expense type.

For all meals, an itemized receipt must be provided. A summary receipt with only the meal total is not acceptable documentation. If an itemized receipt is not available, a Missing Receipt Form must be completed.

Alcohol is not allowed except for donor cultivation purposes or pre-approved by a University Officer.

Miscellaneous Expenses should be listed out individually on the "back" page of the TEV under "Miscellaneous Expenses". Provide the amount, nature of the expense and business purpose of the expense.

Any meals charged to the room need to be entered under the appropriate Meal Expense and deducted from the Hotel Expense. If itemized receipt is not available, a Missing Receipt Form must be completed.
Total Mileage (note: relocation mileage has a reduced rate and will be included, due to space restriction, with the last day's mileage)

- If applicable, you may use a credit card statement showing the conversion and any associated fees.
- Complete the Foreign Currency Conversion page of the TEV which includes the Country of Travel and Currency Type.
- Cash Advance Check # and Cash Advance Amount: Complete if you received a cash advance.
- Balance Due University = Amount you need to return to the University if you did not use all of your cash advance.
- The Fund/Org and Account for a Cash Advance Reconciliation should be the same as the original Cash Advance Request.
- If the supervisor approving the TEV participated in any of the expenses, their supervisor must also sign and approve TEV.

Just also sign and approve TEV.
For all meals, an itemized receipt must be provided. A summary receipt with only the meal total is not acceptable documentation. If an itemized receipt is not available, a Missing Receipt Form must be completed.