

## **Instructions for completion of Employee Voucher**

The Employee Voucher is used to request reimbursement for out of pocket expenses incurred on behalf of Southern CT State University. This form may be used to request reimbursement for purchases made under \$100.00, mileage expenses and to reconcile approved travel expenditures. All expenses other than mileage must be supported by original itemized receipts. Mileage reimbursement must be supported by Mapquest documentation.

Document Date: Enter the date that Employee Voucher is being completed  
 Document #: Create a reference number you may use to check status  
 Document Amount: Automatically populates  
 Period of Travel: Enter dates of travel (If applicable). This should correspond to dates on TA.  
 TA#: Enter TA Number from approved TA (if applicable)  
 Banner ID: Enter 9 Digit Banner ID. DO NOT enter Social Security number

Payee Name and Address: Enter employee's full name and permanent address.  
 Payee's Status: Enter employment status. This information is needed to properly determine mileage reimbursement.

Reason for Expenditure: Provide description of necessary purchase or Travel when applicable.

Index: Enter Banner Index Code to be charged (represents Fund, Org, and Program)

Account Enter Banner Account to be charged

You may enter up to five accounting strings on this from.

### **Employee Expenditures**

Date: Enter date of travel Enter  
 From: town leaving from Enter  
 To: town traveling to  
 Travel by Automobile: Select if travel was made by state vehicle or personal vehicle  
 Enter description of miscellaneous automobile expense

Misc exp, Parking, Tolls: Enter total miscellaneous auto expense, parking, tolls

No of Miles: Enter number of miles traveled. Deduct regular commute miles when applicable. Please visit "Calculate Mileage Reimbursement" on the AP website for more information and examples

Amount at: Enter current mileage rate. Mileage totals will calculate automatically. Please visit the AP website for the latest mileage rate.

Carrier: Enter total Carrier expense. Ex: Airfare, Rail, Bus, Taxi

Registration: Enter total conference registration expense

Lodging: Enter total lodging expense

Meals: Enter per diem rate. For current per-diem rates, visit [www.gsa.gov](http://www.gsa.gov)

Misc: Enter total cost of miscellaneous expenses. Ex: Telephone, internet

Subtotals: Will automatically calculate

Less Prepaid By University: Enter any amounts prepaid by the university if applicable (Ex. Registration, Airfare, etc)

Less Amount of Advance: Enter amount of advance issued (if applicable)

Total pg 2: Enter total of page 2 (if applicable)

Grand Total: Grand Total will automatically calculate

## **Payee Certifications and Approvals**

Date: Enter Date that you, as the Payee, are signing the Employee voucher

Payees Signature: Sign the Employee Voucher. Employee vouchers without a signature from the Payee will be returned.

Date Approved: Financial manager/Supervisor must date when approved

Amount Approved: Financial manager/Supervisor must enter amount approved

Signature: Financial manager/Supervisor must sign off. Employee vouchers without an approval signature will be returned.

## **Accounts Payable Use only**

This section is to be completed by the Accounts Payable office.