How to correctly fill out an Expense Voucher

1. **Staple** required receipts to the form.
2. List department name, claimant's phone number, email address and **Personnel number**.
3. Circle the type of motor vehicle used.
4. Provide a brief description for purpose of the trip.
5. Provide claimant's full name and address.
6. Provide the name and contact information for the person who is completing the form. If the claimant is completing the form, "Self" should be entered into this field.
7. Arrival and destination times must be listed for meal purposes.
8. Claimant's signature and departmental signature are required. Copied, stamped, or fax signatures are not allowed.
9. If amount being claimed is less than the expense total please enter reimbursement amount in the **Note Area**.
10. Meals are to be listed on a daily basis for the actual amount spent and receipts must be attached. Appropriate documentation consists of a detailed itemization listing the date, amount and restaurant for each meal including tips.
11. A paid folio hotel receipt must be provided for lodging expenses claimed.
12. Mileage must be reflected on a per destination basis.
13. Air fare, car rental, registration, telephone, parking, tolls, etc. should be listed in the miscellaneous column.
14. Provide appropriate cost object(s) and G/L account numbers.