

TEV INSTRUCTIONS

1. All expenses must be itemized chronologically as incurred with sufficient detail to attest to and clarify the business nature of the expenditure.

For Example: The following information is required for each expense.

Meals: The date of the event, the persons included, the purpose of the luncheon or dinner, as well as itemized receipts for the costs involved.

Travel: The dates and purpose of the trip, who was visited, as well as the detail of the mileage, and/or plane, train or bus costs with appropriate itemized receipts attached.

Hotels: An explanation of the visit with an itemized receipt attached.

Purchases: **Minor purchases only** are to be made by individuals for reimbursement. Please use the University's purchase requisition process or P-Card whenever possible for making any purchases. An explanation or description of the purchase with an itemized receipt attached is necessary on this form. Keep in mind that the University is **NOT** responsible for paying sales tax.

Association Dues: Official receipt or copy of both sides of your canceled personal check, showing the dues paid, should be attached.

2. Attach documentation for expenses to the voucher by TAPING the itemized receipts to a separate 8 1/2 X 11 sheet(s) of paper or photocopied as long as the ORIGINAL receipts are in an attached envelope.
3. The TEV must be approved by your department head who must be satisfied with the business purpose, the reasonableness of expenses incurred and the adequacy of the supporting documentation.
4. The Accounting Distribution to be charged must be entered by your department head. Financial Accounting Services is **NOT** responsible for allocating the expense. Please be sure that the budget being charged has a sufficient balance to cover this expense. The TEV will be returned if this information is incomplete.
5. In cases of **travel / cash advances**, the person receiving the advance must reconcile expenses on a TEV **within 30 days** after the trip or event has taken place. This law is mandated by the Federal Government and may affect your taxes at year-end if it is not followed.

** Financial Accounting Services is authorized to decline reimbursement without properly completed documentation. Please feel free to call x4651 with any questions on completing this form.