

Completing an Expenditure Voucher Form-Quick Guide

Frequently Asked Questions	Answers
What type of information qualifies as a receipt?	<ul style="list-style-type: none"> • Date of transaction • Merchant / supplier name • Detail of items purchased or services provided • Amount • Proof of payment (e.g. cash, check or credit card)
Who can be paid through this form?	<ul style="list-style-type: none"> • WFU employees, students and external payees that do not have a standard invoice, such as one-time speakers or foreign visitors
When should I use this form?	<ul style="list-style-type: none"> • To request reimbursement for non-travel related expenses, such as but not limited to supplies, books, subscriptions purchased with personal funds • To submit a request for payment to an outside entity when there is no invoice available, such as speaker fees, athletic officials and honorarium payments
What should NOT go on this form?	<ul style="list-style-type: none"> • Travel and entertainment expense reimbursements • Payment requests for which we have an invoice
Why is marking employee, student or other important?	<ul style="list-style-type: none"> • There are different IRS guidelines for treatment of expenses for students, faculty and outside suppliers. It is very important to classify these expenses correctly for the proper treatment of the payment
When should I mark the check request for pick-up?	<ul style="list-style-type: none"> • Accounts Payable will only allow check pick-ups in cases of legal regulations, contractual obligations and for University emergencies

**Financial Services
Quick Guide
Library**
finance.wfu.edu

Responsible Unit:
Accounts Payable

Additional Assistance:
ap@wfu.edu

What is it?

This quick guide is meant to assist faculty, staff and students with the completion of the Expenditure Voucher Form before submission to Accounts Payable.

Why it is Necessary

The IRS requires appropriate documentation in order to reimburse on a tax-free basis. There are times when an invoice or Travel and Entertainment Voucher are either not appropriate forms of documentation or not available.

	<ul style="list-style-type: none"> • If one of these conditions apply, please specify who and how to someone should be contacted when the check is ready
What is a good business purpose?	<ul style="list-style-type: none"> • Please refer to the Business Purpose Quick Guide
What should I attach as documentation?	<ul style="list-style-type: none"> • Original detailed and summary receipts for all items purchased. Attach a contract for services performed • Proof of payment
Will leaving off approvals slow the reimbursement process?	<ul style="list-style-type: none"> • Yes. If the proper approvals are not on the form, Accounts Payable will send the documentation back to either the requestor or the approval authority.
Why should I sign the form?	<ul style="list-style-type: none"> • Signing the form ensures that you agree to the statement on the form and that you have reviewed the documentation that you are submitting for accuracy. • Leaving the payee signature off the form will slow the payment process. Accounts Payable will return the documentation for signature
Where can the completed form be sent?	<ul style="list-style-type: none"> • If the voucher totals \$50 or less, you should take your completed form to the Cashier's window located in Reynolda Hall, Room 107 to receive a cash payment • Students must present their student ID to receive reimbursement from the Cashier's window • If the voucher totals more than \$50, send the form through interoffice mail to Accounts Payable located at the UCC