

VOUCHER CHECKLIST (REIMBURSEMENT)

✓Yes	N/A	Item	Description
		Invoice Number	Invoice should read REIMB FIRST & LAST NAME INITIALS DATE Example-REIMBAP091825
		Invoice Date	Enter the oldest paid receipt date.
		Invoice Receipt Date	Enter the date the reimbursement request was first received by the UHCL department.
		Goods Receipt Date	Enter the last receipt date.
		Purpose/Benefit	Enter BOTH purpose and benefit of the payment in the voucher comment section.
		Payment Method	ACH Payments
		Cost Center	State Funds and Local Funds (non-state funds) cannot be used on the same voucher.
		Sales Tax	<ul style="list-style-type: none"> State Funds or Sponsored Project Funds No Texas Sales Tax can be reimbursement with State Funds or Sponsored Project Funds. Local Funds If the Texas Sales and Use Tax Exemption Certificate was presented but the vendor did not accept it, the employee must state such in the voucher. If the Texas Sales and Use Tax Exemption Certificate was not presented, only request reimbursement up to \$10 sales tax.
		Voucher Total	<ul style="list-style-type: none"> Enter the total voucher amount that matches with the total receipt amount.
		Itemized Receipt	<p>Upload the merchant produced receipt that shows:</p> <ul style="list-style-type: none"> Relevant details for each item purchased and quantity Amount and description for each item Merchant name, address, total amount, date of purchase Proof of payment (must show that the payment was made and balance is \$0) <p>If you do not have an itemized receipt, you may provide an itemized invoice along with a canceled check (both the front and back of the check) or a credit card statement as proof of payment. The personal account information on the check/statement must be masked.</p>
		Reimbursements – additional requirements	<ul style="list-style-type: none"> Must include the reimbursement requestor's signature or e-mail request. Must be approved by the supervisor of the employee who requested the reimbursements. Itemized receipts must be submitted to the business office within 60 days of the transaction, otherwise the reimbursements will be taxable to the employee. Attach Exhibit B and route the voucher to Tax. If itemized receipts were submitted within 60 days but the department did not process it within 60 days, add a justification comments in the voucher comment section.
		Local Mileage Reimbursement	<ul style="list-style-type: none"> Must provide a Map showing the distance/mileage. Must use the GSA Mileage Rate during the duration of the trip.
		Business Meals / Official Functions	<ul style="list-style-type: none"> Local Funds only. Gratuity up to 20% only (exception applies to Chancellor/President). Must include date and location. Group of 10 or fewer people: Must include the participant names, titles, institutional affiliations/relation to the university. Group of more than 10 people: Must include the name of the honored guest(s), the number of attendees, and the relationship of the guests to the university.

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			<ul style="list-style-type: none"> Official Functions must be approved by department chair, director, associate dean, dean, assistant/associate vice president, vice president, president, or chancellor. Official Functions must be Must be approved by the authority higher than the highest-ranking person hosting the event. If the total cost exceeds \$5,000, the Official Functions Approval Form is required. If attendees are university employees only, approval of the dean or director is required. Involvement of spouses in university official functions is not allowed unless there is a clear bona fide business purpose (contact the Tax Department). <p>Reference: MAPP 05.02.02 Official Functions and Discretionary Expenditures.</p>
		Gift Cards / Certificates	Gift Card Request Form. Must be fully signed prior to purchasing Gift Cards.
		Flowers	<ul style="list-style-type: none"> Flowers for centerpieces or decorations of the official function event only. Flowers for university employees or family will not be paid from university funds.
		Account Codes (Tax Office)	<p>If the expense is coded with the following account code, the voucher will need to be routed to the Tax department and/or Scholarships. See the University of Houston Voucher Workflow Matrix.</p> <p>Upload the Foreign National Information Addendum Form if required.</p>