DePauw University Reimbursement Voucher Worksheet

Instructions: **ORIGINAL, ITEMIZED receipts** are **REQUIRED** within 4 weeks for reimbursement.
Receipts must show that balance has been paid in full (indicated by a credit or zero balance).

Name:

Campus Address:

Purpose:

Presentation: Y   N

1 Travel by Plane	6 Personal (Mileage x 62.5)*	11 Gasoline - for rental car only	14 Postage
2 Travel by Train	7 Rental Car	12 Baggage fee	15 Other
3 Travel by Bus	8 Parking/Tolls	13 Phone/Internet	
4 Travel by Other Means	9 Lodging/Hotel/Motel (conference maximum 4 nights)		
5 Local (Cab, Limo, Bus)	10 Per diem meals $51/day	*Mileage should include starting point and destination under	
	(4 days maximum)	the description; 62.5c per mile.	

Date	Code	Description/Company				Foreign	USD	DPU CC
						Total		
					Less Total DPU Charge			
					Less Cash Advanced			
					Total Due Employee			
					Total Due DePauw			

Signature: **Date:**

I certify this statement accurate as to actual and necessary business expenses.