DePauw University Reimbursement Voucher Worksheet

For Information Purposes Only. This form is not for reimbursement purposes in Accounting

INSTRUCTIONS: Please submit **ORIGINAL ITEMIZED RECEIPTS**. Receipts must show that balance has been paid in full (indicated by a credit or zero balance).

NAME:_____ ADDRESS: _____

DEPT: _____ ACCOUNT: _____ PURPOSE:_____

Code

1 Travel by Plane	7 Local (Cab, Limo, Bus)	13 Lunch-Entertainment*	19 Phone/Wires
2 Travel by Train	8 Parking/Toll	14 Dinner	20 Postage
3 Travel by Bus	9 Lodging/Hotel/Motel	15 Dinner-Entertainment*	21 Laundry/Cleaning
4 Travel by Other Way	10 Breakfast	16 Entertain-Other*	22 Other*
5 Rental Car	11 Breakfast-Entertainment*	17 Gasoline	
6 Personal Auto (Mileage)*	12 Lunch	18 Tips	

*6 - Indicate travel starting point, destination and # of miles traveled under description (mileage from Greencastle to Indianapolis Airport is limited to 42 miles – 84 miles roundtrip). University policy for travel expenses - $.42 cents per mile.
*11, 13, 15, 16 - Indicate who, what, where & why when entertaining.
*22 - Indicate description.

Date	Code	Description/Company	Foreign Rate	US Rate	DPU Charge

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

Total: _____

**Less Total DPU Charge: _____

Less Cash Advanced: _____

Total Due Employee: _____

Total Due DePauw: _____

Signed_____ Date: _____