DePauw University Reimbursement Voucher Worksheet

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

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

Name:_____ Address: _____

Purpose:_____ Presentation: Y N

Cash Advance Received: Y N Amount: _____

1 Travel by Plane
2 Travel by Train
3 Travel by Bus
4 Travel by Other Way
5 Local (Cab, Limo, Bus)
6 Personal Auto (Mileage x $.42)*
7 Rental Car
8 Parking/Toll
9 Lodging/Hotel/Motel
10 Per diem meals $51/day (4 max)
11 Gasoline – for rental car only
12 Baggage fee
13 Phone/Internet
14 Postage
15 Other

*6 - Indicate travel starting point/destination/ # of miles traveled under description.

Date	Code	Description/Company	Foreign Rate	US Rate	DPU Credit Card

Total: _____

**Less Total DPU Charge: _____

Less Cash Advanced: _____

Total Due Employee: _____

Total Due DePauw: _____

Signed_____ Date: _____

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