

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 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: _____

Cash Advance Received: **Y N** Amount: _____ Presentation: **Y N**

- | | | | |
|--------------------------|--|--|------------|
| 1 Travel by Plane | 6 Personal (Mileage x .42)* | 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 | | |
| 5 Local (Cab, Limo, Bus) | 10 Per diem meals \$51/day
(4 days maximum) | *Mileage should include starting point and destination under
the description; 42c 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.