

REMITTANCE VOUCHERS

Payments for the following can be processed on a Remittance Voucher:

- Stipends – 605180
- Nontaxable Stipends (reimbursements for expenses) – 605181
- Honorariums to non-Employees – 605122
- Non-employee speaker fees, entertainment and independent contractors (being paid less than \$1,000 for the calendar year). Payments totaling \$1,000 for a calendar year requires a Personal Service Agreement.
- Items on contract (leases & land purchases)
- Postage – 605210
- Freight – 605260
- Awards, **non-employee** – 605140
- Award, **student** – Contact Financial Aid
- Awards, **student employee** – Contact Human Resources
- Awards, **USM employee** – Contact Human Resources
- Refunds and reimbursements to non-employees (including travel expenses)
- Legal (605760), Audit (605730) and other professional fees
- Registration workers (non-employees)
- Athletic officials for athletics and intramurals (non-employees)
- Entertainment expenses – 606440. Please refer to HOSPITALITY POLICY - ENTERTAINMENT & MISC. EXPENSES for allowable expenses.
- Employee recruitment expenses – 605860
- Fuel for USM vehicle – 606210
- Fuel reimbursement for **non-employee** using personal vehicle – 605181 or 605780 or 605890
 - *Fuel reimbursement for employee using personal vehicle – Complete a Travel Voucher at <https://www.usm.edu/procurement-contract-services/travel-forms-and-instructionsSponsored>*
- **PAYMENTS TO SUPPLIERS FOR ALL OTHER GOODS AND SERVICES MUST BE DONE ON A PURCHASE ORDER OR PURCHASING CARD**

Requirements for Processing

The signatory officer responsible for the funds must approve the Remittance Voucher. For payments from grants, the Office of Research Administration (ORA) must approve verify and approve the remittance voucher before sending to Accounts Payable.

To minimize the risk of making duplicate payments, the original itemized invoice/receipt is required for all types of payments. Copies of documents are not considered original and will not be accepted or will delay processing. Documentation required for reimbursement may include the following:

- Original itemized invoices/receipts
AND

- Copies of canceled check (front and back) or bank statements that provide details of paid checks OR credit card slips or statements
- Consult A/P for questions on other forms of documentation that may be approved

Once Remittance Vouchers are received, they are audited thoroughly for obvious errors and problems such as chartfield strings, signature approvals, original invoices, etc. Once a Remittance Voucher has been audited and is deemed an allowable expense, it is processed.

One payer receives all approved documents for Remittance Vouchers and Reimbursement Vouchers, allow at least two weeks for processing. Should there be extenuating circumstances that require the check to be issued sooner, reference the date needed in special instructions and hand deliver to the Accounts Payable Manager.

Form Needed: Remittance Voucher from <https://www.usm.edu/procurement-contract-services/accounts-payable-forms-and-instructions>

REIMBURSEMENT: NON-EMPLOYEE

Reimbursements for Independent Contractors, Honorariums, Stipends, Athletic Umpires, Internationals individuals:

Review Controller's Office Checklist for documentation required for reimbursement, http://www.usm.edu/controllersoffice/IC_documents.html

Reimbursements for Employee Recruitment and Interviews
(All original documentation is required.)

When documentation is required for reimbursement it may include the following items:

- Airline ticket documentation must be ONE of the following:
 - The original passenger receipt that accompanies the hard copy of an E-Ticket or a ticket issued by a travel agency.
 - An email or computer printout that reference the amount of the ticket, form of payment and that it is a non-refundable ticket. It will usually be called the Passenger Receipt and Itinerary page.
 - Copy of credit card statement reflecting payment.
- Original itemized receipts
- Copies of canceled check (front and back) or bank statements that provide details of paid checks
- Credit card slips or statements

Consult A/P for questions on other forms of documentation that may be approved

Form Needed: Remittance Voucher from <https://www.usm.edu/procurement-contract-services/accounts-payable-forms-and-instructions>

REIMBURSEMENT: EMPLOYEE REIMBURSEMENT VOUCHER

All Purchases should be made on a Purchase Order or Procurement Card. If the vendor will not accept a PO or Procurement Card as a payment option and the employee must use personal funds, an Employee Reimbursement Voucher with the original itemized receipts must be submitted for reimbursement.

Please keep in mind that purchases for equipment, services, and state contract items **MUST** be paid from a purchase order or appropriate purchasing card (p-card or e-card). The Employee Reimbursement Voucher will be returned to the employee.

Any items purchased by an employee that should have been processed on a PO will be returned to the department. A Purchase Requisition will need to be submitted with the employee as the vendor for reimbursement.

Once an Employee Reimbursement Voucher has been received, they are audited thoroughly for obvious errors and problems such as chartfield strings, signature approvals, original invoices, etc. Once an Employee Reimbursement Voucher has been audited and is deemed an allowable expense, it is processed.

One payer receives all approved documents for Remittance Vouchers and Reimbursement Vouchers, allow at least two weeks for processing. Should there be extenuating circumstances that require the check to be issued sooner, reference the date needed in special instructions and hand deliver to the Accounts Payable Manager.

Employees **CANNOT** approve their own reimbursements. Approval must be acquired from their immediate supervisor.

Form Needed: Employee Reimbursement Voucher from <https://www.usm.edu/procurement-contract-services/accounts-payable-forms-and-instructions>

REIMBURSEMENT: EMPLOYEE MOVING EXPENSE

For New Employee Moving Policy, see [New Employee Moving Policy- ADMA-PUR-004](#).

Submit reimbursements on an Employee Reimbursement Voucher for moving expenses with all original receipts. Attach a copy of the offer letter referencing the approved moving expense amount.

Approved Employee relocation expenses account 605865

Form Needed: [New Employee Moving Reimbursement Form](#).