

VOUCHER REQUIREMENTS

Required documents for voucher payment:

- Invoice Information Page (showing ALL lines of voucher)
 - Voucher Summary Page
 - Requisition Schedule & Distribution (click on view all to copy all lines)
 - Cost Travel Page and Segment Page
 - TE worksheet (signed by the traveler) and supporting documents
 - Original receipts
 - State of Texas purchase voucher for Consultant Payments
 - Original and copy of registration form for registration payments
- Purchase order must be copied onto voucher to release encumbrance. Use the Worksheet Copy Option to select the PO. **NOT COPY PO OPTION.** You should have an invoice line for each line of the PO.
 - Modifications must be done to the Purchase order not the voucher. If you are changing the funding you must modify the PO and then re-copy the PO to reflect the changes made.
 - Check to make sure that your voucher has been assigned a voucher number before printing the voucher.
 - Review your voucher for match exceptions or budget errors before forwarding to ERT.
 - Please print voucher landscaped for full view of required fields and click on “view all” to print all lines of the voucher.
 - Invoice number format for all related travel/consultant payment is as follows: **5E10216_1015.** The first digit is the fiscal year and should change each **September.** The second is E for expenses C for consultant and R for registration. Next is the TRAVELERS vendor code without the leading zeros. Underscore. The last four digits make up the first date of the trip.
 - Expenses that exceed purchase order by 20% must be modified. **Expenses which total 20% less than the PO transaction will create an exception message. It is NOT necessary to modify your PO. ERT will override this exception.**
 - Do not enter vouchers for payment of airfare to Bank One. ERT enters these vouchers.
 - Monitor your vouchers for duplicate entries and vouchers which were created in error. Request that duplicate vouchers be cancelled by sending an email to ERT.
 - **If your voucher represents total reimbursement, “Stamp or Write Finalize” on the front of your voucher.**

REQUISITION/PURCHASE ORDERS

- All travel related reimbursements for consultants, students and employees must have a PO and **cost travel page** entered.
- When entering Requisitions, use a requisition name that will enable you to find your document. For example if you begin all your travel Requisitions with the word "Travel," you broaden your search option and will have difficulty finding your document. Naming your document something unique and specific to the trip such as, the last name of the traveler, destination of trip and date would sort a particular traveler's document together thus narrowing your search option. Ex. James/Austin 08/12/05. You can use this same description for the description fields on your documents to identify the traveler instead of just using "Airfare and Airfare Service Fee."
- When entering Requisitions to reimburse the traveler for payment of the airfare, you may do one of two options. You may select the Special Request link and add a line for the total airfare to be reimbursed or you may use the "Other Travel/Expense" line from the kit to add the airfare expense. Both of these options you will select the traveler as the vendor. Remember to delete the airfare and airfare service fee lines from the kit to eliminate duplicate reimbursement.
- **When entering orders for blanket travel you must go back into the PO line details and check the "amount only" check box. This enables you to make multiple payments using the same PO.**
- **Travel orders DO NOT REQUIRE RECEIPTS. This selection is only for UTHSC procurement purchase orders. If receipts are entered on UTTRV travel POs, it will need to be deleted prior to payout of travel vouchers.**
- Monitor your vouchers orders for duplicate entries. Direct Request to cancel duplicate vouchers to ERT.

NON-PO VOUCHERS

- Description of reimbursement must be clearly stated. Use comments box to note benefit, description of purchases and/or attendees. Please send screen print of comment box along with voucher and original receipts.
- Proof of payment and bill must accompany voucher for all reimbursement requests. Proof of payment may include cancelled checks, receipts, and credit card payments. On-line payments must show method of payment.
- Remember to Budget Check your vouchers before submitting them to ERT for approval.