**UABC’S INVOICE/REIMBURSEMENT, TRAVEL AND JOURNAL VOUCHER CHECKLIST AND TIPS**

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| **INVOICE/REIMBURSEMENT PROCESSING** | | **ADDITIONAL NOTES** |
| ☐ | • INDEX, Activity Code, Budget authority signature or email approval | Use UABC invoice stamp |
| ☐ | •Invoices/reimbursements: (5 W’s):  ®Who? Include roster or state all welcome  ®What? Is being paid (include all legible itemized receipts)  ®When? Date and time with flyer/email  ®Where? Location of the event  ®Why? Purpose of the event/expenditure, how does it benefit OSU | •See [fiscal policies](https://fa.oregonstate.edu/fiscal-program) for allowable expenditures |
| ☐ | •Brief explanation of what is being purchased  • The candidate schedule for all invoices involving candidates (hosting, lodging, shuttle) must be provided or the information may be handwritten on the invoice or on an attached statement.  • The flyer/announcement or schedule, or service contract, must be provided for all invoices involving speakers or consultants. | • Info may be handwritten on the invoice |
| ☐ | •Hosting (meals/refreshments) involving guests/students (non-OSU employees):  ®Itemized receipts and proof of payment (i.e. credit card info)  ®List of all attendees - includes OSU departments for OSU attendees (indicate if open to the public)  ®Location & time of event if on campus (indicate breakfast, lunch, dinner)  ®Business purpose of guest’s visit to OSU, or student event  ®Note: Tip is capped at 15%; alcohol/tip must be paid directly from a Foundation (not a FS index) account, provide appropriate Foundation account on/with the invoice for any invoices that include alcohol  ®It is critical to include the correct name and address for the reimbursed party to assure payment is made to the correct address.  ®For hosting of OSU employees, the same provisions apply - include an agenda for retreats, meetings, or trainings | •See [03-140-506](https://fa.oregonstate.edu/fiscal-policy-program/03-140-506-social-events) for rules regarding hosting of official guests  •See [03-140-505](https://fa.oregonstate.edu/fiscal-policy-program/03-140-505-non-travel-meals) for rules regarding hosting of OSU employees |
| ☐ | Scan to UABC AP folder on copier. If not available send to [UABC.APInvoiceReply@oregonstate.edu](mailto:UABC.APInvoiceReply@oregonstate.edu) or DocuSign cc the UABC AP Invoice Reply signing group. |  |

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| **TRAVEL INVOICE PROCESSING** | | **ADDITONAL NOTES** |
| ☐ | •Provide TRES form with traveler and budget authority signatures | Approvals can be done via email or DocuSign |
| ☐ | •Text Section:Provide What, When, Who, When, Where  •A list of all expenses direct billed (invoiced) or paid with the office PCard (airfare, conference registration, lodging, Hut Shuttle)  •A note if the traveler had a travel advance (amount and document number) |  |
| ☐ | •Conference documentation (including conference name, dates, & location)  • Mileage is the “official” mileage from Corvallis to the destination, or provide MapQuest or odometer reading printout to indicate additional mileage. |  |
| ☐ | •Documentation of conference hotel name **AND** single room rate if lodging exceeds per diem | Print conference hotel info from website |
| ☐ | • Itemized receipt for lodging with proof of payment  • Itemized receipts for any ground transportation expense over $75  • Itemized receipts for any incidental expense (parking, internet, baggage) over $75  • Itemized receipts with proof of payment for conference registration, car rental, gas, hosting and supplies paid by traveler, regardless of amount | Credit card payment shown on the hotel bill, or a copy of the credit card statement with the charge |
| ☐ | •Airfare quote from Azumano if the traveler purchased his/her own airfare **AND** the trip included personal days  If the employee paid for airfare, the receipt must show name of passenger, itinerary, coach/economy class, and proof of payment |  |
| ☐ | • Odometer readings or MapQuest printout for mileage claimed that exceeds the OSU standard between cities | Reference OSU ODOT [mileage chart](http://fa.oregonstate.edu/sites/fa.oregonstate.edu/files/Baff/Travel/osu_odot_2015_mileagechart.pdf). |
| ☐ | •Proof of currency conversion for foreign travel (either credit card statement if claiming actual costs, or printout from a currency conversion site such as <http://www.oanda.com>) |  |
| ☐ | •Arrange Receipts in the same order as they appear on the TRES document.  •Group all non-receipts together (email backup, travel pre-approval, conference info) and put them before or after the receipts  •Clearly label all receipts for which the department paid directly (airfare, conference registration, lodging, etc.) and group them together at the front or back of the packet.  •If taping several small receipts to one piece of paper, place them in the same direction on the page (portrait or landscape).  •If the receipt is difficult to read, write the amount off to the side  •Label the receipt if it is not readily apparent what it is for |  |
| ☐ | • **Foreign travel:**   1. All expenses denominated in a foreign currency must be converted to USD and the documentation of the conversion for each expense must be included with the receipts. 2. Foreign transaction and ATM fees, visa and country entrance or exit fees, prescription medications required or recommended for a foreign country, and international calling plans are reimbursable expenses.    Receipts are required for each of these.   Unlike domestic travel, lodging per diem for foreign locations includes all room taxes.  Add the lodging and room taxes together and then convert to USD.  **Finalizing TRES Document:**  When completing your travel document please make sure you use the following naming convention when inserting the trip ID in TRES Document; Use up to 9 characters to indicate the trip location followed by the six digit date (i.e. WashingDC021319  DocuSign cc the UABC AP Invoice Reply signing group | (Expense documentation can be a copy of credit card or bank statement, a receipt for foreign currency purchase or exchange, or an estimated rate using a currency conversion site such as [Oanda.com](http://www.oanda.com)). |

**TRAVEL POLICY WEBSITES**:

<https://fa.oregonstate.edu/accounts-payable/travel>.

<https://fa.oregonstate.edu/fiscal-program/policy-category/Travel>.

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| **JOURNAL VOUCHER PROCESSING** | | **ADDITIONAL NOTES** |
| ☐ | • INDEX, Activity Code, & Budget authority signature or email approval |  |
| ☐ | • Suﬃcient information for the purpose of the JV transaction  i.e. Email communication spreadsheets, billing invoices, advance settlement etc. |  |
| ☐ | •Document Reference of original transaction. | Provide Fee ID if necessary |
| ☐ | •If budget transfer or fund transfer request provide the approved total amount |  |
| ☐ | •Non-budget journal vouchers can be scanned to AP folder on copier or emailed to [UABC.JVs@orgonstate.edu](mailto:UABC.JVs@orgonstate.edu)   •Budget journal vouchers should be sent to your [Accountant 2 contact](http://fa.oregonstate.edu/uabc) |  |

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