**Expense Voucher**   
Student Organizations  
Berry College

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | |  | | | | | | | | | Berry ID | | |  | | Submission Date | |  |
| Organization Name | | | | |  | | | | | | | | | | | SO Account # | |  |
| Name of Event | | | |  | | | | | | | | | | | | Date of Event | |  |
| Purpose/Description of Event | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Expenses Claimed from where and for what (Attach receipts for purchases)** | | | | | | | | | | | | | | | | **Amount** | | |
|  | | | | | | | | | | | | | | | | **$** | | |
|  | | | | | | | | | | | | | | | | **$** | | |
|  | | | | | | | | | | | | | | | | **$** | | |
|  | | | | | | | | | | | | | | | | | | |
| **Travel by Personal Vehicle:** *Attach additional information for multiple trips* | | | | | | | | | | | | | | | | | | |
| Number of miles | | | | | | |  | | | | | At $.50 per mile total | | | | **$** | | |
| Where | | | | | | | | | | | | Reason for Travel | | | | | | |
| **Off Campus Trips:** *Subsistence and Miscellaneous Expenses: (attach supporting documents)* | | | | | | | | | | | | | | | | | | |
| Date | | | Breakfast | | | Lunch | | Dinner | | Hotel | | | Phone | | Misc. | **Total** | | |
|  | | |  | | |  | |  | |  | | |  | |  | **$** | | |
|  | | | | | | | | | | | | | | | | | | |
| **Total Expenses Claimed** | | | | | | | | | | | | | | | | **$** | | |
| **Total Cash Advances Received by Individual** | | | | | | | | | | | | | | | | **$** | | |
| **Expenses over Advances \***  *Due to individual* | | | | | | | | | | | | | | | | **$** | | |
| **Advances Over Expenses**  *Due to Berry* | | | | | | | | | | | | | | | | **$** | | |
| **Required Signatures (Form will not be processed without ALL signatures)** | | | | | | | | | | | | | | | | | **Date** | |
| **Individual for Reimbursement**  *Name must match receipts and original cash advance* | | | | | | | | |  | | | | | | | |  | |
| **Club Representative**  *Officer of the club NOT being reimbursed* | | | | | | | |  | | | | | | | |  | |
| **Organization Advisor** | | | | | | | | |  | | | | | | | |  | |
| **Student Government Office** | | | | | | | | |  | | | | | | | |  | |
| **Dean of Students Office** | | | | | | | | |  | | | | | | | |  | |
| ***Processing Instructions for Expense Voucher*** | | | | | | | | | | | | | | | | | | |
| Vouchers should be submitted within seven days of event and cover a maximum of one week of expenses. | | | | | | | | | | | | | | | | | | |
| Original receipts, with the name of the person submitting the expense voucher as the payee, must accompany the expense voucher. | | | | | | | | | | | | | | | | | | |
| Expense vouchers are to be used to reimburse a Berry student, faculty or staff member. Non-Berry personnel should be paid with purchase order. | | | | | | | | | | | | | | | | | | |
| If there are multiple receipts, then tape to a piece of paper to ensure the receipts are not lost. | | | | | | | | | | | | | | | | | | |
| Attach names of guests or number of attendees when meals are included in expenses. | | | | | | | | | | | | | | | | | | |
| \*Reimbursement of $25 or less may be picked up at the Cashier’s Window in Hermann Hall after voucher is processed. | | | | | | | | | | | | | | | | | | |

Updated 08/7/2017