**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. |

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