**Voucher Work Aid**

**OVERALL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | 4 Dates | [ ]  | PI approval for each cost center | [ ]  | Reference backup in the P/B for any oddities |
| [ ]  | Purpose, Benefit, and Sponsor (Item(s), their intended use, the benefit to the cost center, the sponsor) |
| [ ]  | Ensure use of a clear "audit path" (If you look at it five years from now, can you easily understand it?) |
| [ ]  | Attach Backup to voucher | [ ]  | Include an itemization of all charges. |
| [ ]  | No State of Texas sales tax | [ ]  | Modify BP to SH for special handling/put info in Payment Comments. |
| [ ]  | Expense is Allowable, Allocable to the cost center, Reasonable, and Consistently Treated |

**REIMBURSEMENTS**

|  |  |
| --- | --- |
| [ ]  | Employee signed or emailed requesting reimbursement |
| [ ]  | Supervisor signed or emailed approving reimbursement |
| [ ]  | 4 dates = date received | [ ]  | Invoice # = “VendorName-MM/DD/YY” or other consistent practice |

**INVOICES**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Exact invoice # | [ ]  | Check “Remit to” address |

**HONORARIA**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Use Tax path | [ ]  | Include Non-resident Alien form if NRA and add a tax line if required |

**PARTICIPANT STIPENDS**

|  |  |
| --- | --- |
| [ ]  | Scholarship path if student/ Tax path is non-student or attach Tax Office Confirmation |
| [ ]  | “Compensatory stipend” if stipend is not for scholarship/financial aid/tuition reimbursement |
| [ ]  | Specify in the comments “Community Service” or “Research Experience” if applicable |
| [ ]  | Attach approved Participation or Internship form and approval to pay from supervisor |

**MEMBERSHIPS/SUBSCRIPTIONS**

|  |  |
| --- | --- |
| [ ]  | Dates of membership/subscription |
| [ ]  | Note: Memberships not on grants, subscriptions only posting for the period over which the subscription overlaps the project dates |
| [ ]  | Goods Received/Acceptance Date is the last date of the period covered |
| [ ]  | “EN” handling and send a copy of cover and document to Samantha Paul, Treasury 2009 |
| [ ]  | Memberships on State $ on: <http://www.uh.edu/finance/Doc_Ref/General_Ref/ProfOrgMemb.htm> |

**BUSINESS MEAL/REFRESHMENTS**

|  |  |
| --- | --- |
| [ ]  | Attendees listed or “More than 10” with a total number and attendee affiliation specified |
| [ ]  | Attach Director approval for UH employees only |
| [ ]  | No state sales tax if eaten at UH | [ ]  | Attach or add in P/B the discussion topic |
| [ ]  | Alcohol identified, separated, and funds that allow it are approved by the CC manager |

|  |  |
| --- | --- |
| [ ]  | **Periodical Printing:** Attach bids to doc |
| [ ]  | **UH Hosted Special Events:** over $5,000 total attach pre-approved Official Functions Form |
| [ ]  | **Employee Recruitment for faculty:** attach approved advertisement from AA/EEO office. |