**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. |