

Supervisor's Travel Voucher Tip Sheet

What to look for:

_____ Ensure you received a **signed expense report** by employee and supervisor

_____ Ensure you received a printed and signed Chartfield screen (with all **expense lines showing**).

_____ Ensure the correct **Business Purpose** is used based on type of travel. Separate expense report is required for each type of travel.

_____ Check the **accounting code box** to ensure they are correct. System will not catch an error such as the appropriation with wrong activity.

_____ **Appropriation box:** Ensure the amount is correctly charged based on the percent to be charged to each appropriation.

_____ Ensure the **mileage rate is correct**. If round trip exceeds 100 miles, the rate of .352 is reimbursed, mileage car (TD) will be used on the expense line. Round trips less than 100 miles are reimbursed at .51 and the Mileage Car will be used.

_____ Ensure a copy of the **lodging receipt** attached if the trip was overnight and lodging was used.

_____ Ensure a copy of the **agenda is attached** if the trip was to a conference, convention or training.

_____ Original receipt is required for any **expense over \$25.00**

_____ Ensure departure and return times and headquarters location is put in the **description field**. An example: HQ-Madison, 3/15 dprt HQ @ 0800 to Appleton for Gov Conf. Rtrn 3/17 @ 4pm. Meals 3/15 B \$8, L\$10, D \$20, 3/16 no meals, 3/17 B\$8, L\$10. R/T miles 204, maid tip \$4, parking \$2.00.

_____ You cannot make changes to an Expense Report if you are in "**view**" mode so check your breadcrumb trail to see where you are at.

_____ Supervisor must: **review, sign and date** the hard copy Expense Report (signed by employee).

_____ Supervisor must: **review and approve the electronic copy**. Send the hard copy to Karen Behling once you have approved the expense report in Peoplesoft.