

Northwest Missouri State University

Policy and Procedures Manual

Chapter Controller

Section Employee Travel Expense Voucher

I. Purpose

An Employee Travel Expense Voucher (ETEV) is used to facilitate reimbursement to an employee for travel expenses incurred. Refer to [University Expense Procedure](#) for allowable expenses.

II. Procedure

The ETEV form is available on the [Controller's website](#). Fill out the form electronically, then print for approval signature(s). Handwritten forms are not preferred. Supporting documentation is required and should be attached. Send the completed form and proper documentation to the Accounting Office for payment. ETEV submitted by 5:00 p.m. on Monday will be processed on that week's check run, assuming proper approval and documentation exists. Anything submitted after the deadline will be paid in following week's check run.

Instructions to complete form:

1. Fill in employee 919 #, name, department and address to mail check to (campus or home).
2. List purpose of travel with as much detail as possible. For example list the specific meeting or conference name.
3. Select the respective option to indicate if overnight travel occurred and if so how lodging was paid.
4. List each date for which expenses were incurred.
5. When requesting mileage, use From/To box to indicate where travel began and ended. For example - Maryville to Kansas City and applicable mileage per day.
6. Meals - List meal amounts by each date.
7. Lodging – List hotel amount by each date. NOTE: The University is tax-exempt, however, some occupancy and municipal taxes may apply. The attached hotel receipt MUST indicate a zero balance.
8. Air – List airfare amount by each date.
9. Miscellaneous – Include rental car, parking, toll fees, etc. in this box and put explanation in "From/To or *Explanation of Misc" box.
10. Total Column– Automatically calculates the daily total of all expenses other than mileage.
11. Totals of Above – Automatically calculates total by category.
Total Miles – Automatically calculates miles. Used to calculate mileage reimbursement based on selected mileage rate for respective fiscal year.
12. Total Reimbursement Expense – Automatically calculates extended total including all above items and mileage expense.
13. Claimant Signature – signature of the employee.
14. Title – title of claimant/employee.
15. Date – date the report is completed.
16. Approval Signature – signature of supervisor.
17. Title – title of the supervisor.
18. Date – date of supervisor approval.

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19. List FOAP amounts. This section allows the Accounting office to appropriately charge University accounts. You may divide charges between more than one FOAP. The total of FOAP breakdown **MUST** match the total reimbursement expense listed above.

For clarification or more information, contact the Accounting Office at extension 1728.

NOTE: The Accounting office will check with the Cashiering office for any outstanding balances in the employee's name. If a charge exists on a cash advance or personal account, the reimbursement will be applied directly to the outstanding account balance first. Any remaining balance on the reimbursement would then be issued to the employee.