

## **Completing the Travel/Entertainment Reimbursement Voucher**

The Travel/Entertainment Reimbursement Voucher form must be attached to a Direct Disbursement Request whenever an individual is reimbursed for travel and entertainment expenses that are paid out-of-pocket. All travel and entertainment expenses must comply with IRS regulations and state the business purpose for reimbursement. Original receipts must accompany the Travel/Entertainment Reimbursement Voucher. Be sure to include the dates, travel origins and destinations, purpose or reason for the travel/entertainment. Travel expenses including lodging, airfare, rental cars, cab fares, tolls, parking, hotel telephone or fax, and per diem. An individual can be reimbursed for gas and mileage depending on the travel situation. List airfare, business calls, registration fees, cab fare, etc. in the incidental column. Itemize lodging by the date. List the names of all individuals entertained. Also highlight the amount on the receipt to be reimbursed. The Travel/Entertainment Reimbursement Voucher must be signed and dated by the traveler.