

ON-LINE TRAVEL AND ENTERTAINMENT EXPENSE VOUCHER FORM

Please read instructions and guidelines prior to completing form.

Remember to assign a unique form number (TXXXXX) to each worksheet as it is processed - your department should have been assigned a unique series of numbers.

In the Expense Summary all airline/train transportation is assumed to be directly charged (the summation appears in the CHGD DIRECTLY column;

all other charges are assumed to require reimbursement to the individual (the summation formulas appear under the TO BE REIMBURSED column).

If these assumptions are not correct, the totaling routines should be changed appropriately.

For submission - form should (1) be printed on a laser writer on LETTER SIZE stock, (2) signed by appropriate personnel, and (3) include all necessary supporting documentation.

INSTRUCTIONS AND GUIDELINES: TRAVEL AND ENTERTAINMENT EXPENSE VOUCHER * replaces Travel Expense Voucher (6/86) and Entertainment Expense Voucher (9/79)

The Travel and Entertainment Expense Voucher Form is to be used by individuals to record *ALL* business expenses relating to travel and entertainment incurred in the performance of College business. Sufficient descriptive information should be provided to substantiate the business purpose and reasonableness of the expenditure. Both out-of-pocket expenses and expenses directly charged to a College department should be detailed and totaled in the proper column on the form. Reimbursement should not be requested for those items directly charged to a College department, such as airfare booked through the College travel office.

Travel and Entertainment Expense Voucher Forms should be submitted promptly within one week of the completion of the travel or entertainment function. ****MAKE SURE THAT ALL REQUIRED DOCUMENTATION AND APPROVALS ARE SUBMITTED TO PREVENT DELAYS IN ORIGINAL RECEIPTS** are required for the following:

- All airline and train transportation - attach customer coupon - ITINERARY IS NOT SUFFICIENT
- ALL ENTERTAINMENT EXPENSES - regardless of amount
- Any single travel expenditure over \$25

Receipts relating to multiple expense items (i.e., lodging bills including meals, parking, etc.) should be detailed on the Travel and Entertainment Expense Voucher Form according to type of expense.

Items appearing as MISCELLANEOUS EXPENSE MUST BE ITEMIZED ON A SEPARATE PAGE and supported by required receipts.

Please note that expenses that are strictly of a personal nature such as childcare, personal entertainment and recreational expenses are not eligible for reimbursement.

The total reimbursable expenses should be charged appropriately to a College account number(s) and one or a combination of these subcodes:

187	Moving Allowances	Reimbursements for relocation/moving expenses
340-349	Travel-College	Transportation expenses incurred by College employees traveling on College business
350-359	Travel-Non-College	Reimbursements for individuals not employed by the College traveling at the request of the College
360-369	Entertainment	Entertainment directly related to official College business; not to be used with ledger 5-XXXXX (Grants and Contracts) accounts
370-379	Rooms/Meals/Other	Lodging and meal charges incurred in the conduct of College business
380-389	Conf./Pgm. Fees	Registration fees for professional development programs which are job-related and have been approved for reimbursement
395-399	Fed. Gov't Unallow. Exp.	Costs identified by the federal government as unallowable as either indirect or direct costs of federal grants and contracts. Such costs include-but are not limited to-alcohol, flowers, etc.

Only ENTERTAINMENT EXPENSES shown to have a legitimate business purpose will be reimbursed. Please note that in order for entertainment expenses to be reimbursed: (1) the business purpose, names of guests and place of entertainment MUST be detailed on the face of the Travel and Entertainment Expense Voucher and (2) all original receipts -regardless of amount- must be attached.

Travel and Entertainment Expense Voucher Forms must be signed by the traveler and approved by his/her immediate supervisor or person having the authority to permit College travel. No employee is authorized to approve his/her own, a peer's or a superior's Travel and Entertainment Expense Voucher Form, or any travel charged to an account for which he/she is not authorized to approve expenses. Authorized personnel approving the Travel and Entertainment Expense Voucher Forms should be satisfied with their propriety and amount and should insure that all expenses are appropriately described and documented.

FOR ADDITIONAL INFORMATION, PLEASE REFER TO THE DARTMOUTH COLLEGE TRAVEL POLICY - COPIES AVAILABLE FROM THE CASHIER'S OFFICE (x3014) OR CONTACT THE CONTROLLER'S OFFICE (x3967)

TRAVEL & ENTERTAINMENT EXPENSE VOUCHER • DARTMOUTH COLLEGE • OFFICE OF THE CONTROLLER • P.O. BOX 7 • HANOVER, NH 03755
 SUBMIT PROPERLY APPROVED ORIGINAL TO CASHIER'S OFFICE • 105 MCNUTT HALL • HINMAN BOX 6163
 READ INSTRUCTIONS INCLUDED IN DOCUMENT PRIOR TO COMPLETING THIS FORM-PLEASE PRINT CLEARLY

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(Revised 9/95)

Name [please print]	Department	Hinman Box #
Employee#/Social Security #	Mailing address [if not an employee]	
College extension OR phone number [incl. area code]		
Business purpose of travel [include origin and destination of travel, other accompanying Dartmouth personnel]		
Business purpose of entertainment [include name(s) of guest(s)]		
Additional comments		

Date(s) of travel or entertainment function	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	EXPENSE SUMMARY	
								Total expenses CHGD DIRECTLY to the College	Total expenses to be REIMBRSD to the individual
Destination by day									
Number of personal car miles									
Personal car mileage @ \$. 0365	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Airline/train transportation									
Car rental									\$0.00
Local transportation (e.g. cabs)									\$0.00
Lodging-hotel/motel									\$0.00
Breakfast	Expected limit of \$ 75/day for meal costs								\$0.00
Lunch									\$0.00
Dinner									\$0.00
Parking/tolls									\$0.00
Conference registration fees									\$0.00
Misc. expenses (attach schedule)									\$0.00
ENTERTAINMENT									\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Expenses from add'l pages

Note: Mileage reimbursement rate is 10 cents per mile for personal automobile mileage incurred as part of relocation to the Hanover area. 0 pages attached

IMPROPERLY COMPLETED FORMS WILL BE RETURNED--PLEASE SEE INSTRUCTIONS WITHIN DOCUMENT

SIGNATURES

Signature _____
 Title _____
 Date _____
 Approved by _____
 Print Name _____
 Title _____
 Date _____

SETTLEMENT OF REIMBURSABLE EXPENSES	
Account _____	Amount _____
Account _____	Amount _____
Account _____	Amount _____
Account _____	Amount _____
Account _____	Amount _____
Account _____	Amount _____
Total to be charged	

TOTAL REIMBURSABLE EXPENSES	\$0.00
Less: Reimb. from outside sources	\$0.00
ADJUSTED Reimbursable Expenses	\$0.00
Less: Advance #V _____	\$0.00
BALANCE OWED INDIVIDUAL	\$0.00
BALANCE OWED COLLEGE	
--Attach payment--	

Total charged to account(s) should equal total reimbursable expenses.