

Checklist for Travel Reimbursement and Student Group Travel Advance

Travel Request Form (submitted prior to the trip)

- Correct banner org, number, dates, destination, and estimated expenditures
- Authorized signatures
- Waiver Request Form (using a non contract airline ticket, another mode of travel, and car rental)

Travel Voucher/Remittance Voucher (submitted after the trip)

- Correct banner org, number, dates, destination, per diem, and mileage rate
- Original itemized hotel receipt showing zero balance
- Airline itinerary
- Agenda (when attending conferences, meetings, and seminars)
- Attachment of other receipts such as taxi, car rental, parking, registration fees, etc.
- Authorized signatures
- Telephone log verification (one business call per day of travel)

Student Group Travel Advances made payable to employee

- Remittance Voucher
- Travel Request Form
- Memo stating purpose of the advance
- Official Travel List
- Travel Itinerary
- Itemized Receipts

If an advance is not cleared within 10 business days after the last day of travel, it is considered past due. The Office of Fiscal Affairs is authorized, with the understanding of the employee, to withhold from the employee's payroll check the amount of the past due advance(s). The Office Fiscal Affairs must be notified in writing if there are circumstances that will prevent an employee on clearing an advance in a timely manner.

Checklist for Payment of Goods and Services Rendered

Payment of contractual services

- Remittance Voucher
- Invoice
- W-9 form
- Memorandum of Agreement
- Verification of social security number with IRS by Accounts Payable

Payment to hotels, restaurants, and other vendors who do not accept purchase orders

- Requisition
- Pro forma Invoice
- Prepayment Authorization Form
- Submit itemized receipts or invoices showing zero balance to Accounts Payable once vendor has received payment

Payment of services that does not require a purchase order (subscriptions, insurance, registration fees, membership dues, etc.)

- Remittance Voucher
- Original Invoice or Registration Form per person

Payment to vendors for goods and services rendered

- Requisition
- Purchase Order must be processed and completed before purchase of goods or services rendered
- All invoices should be mailed or forwarded to Accounts Payable for payment
- Notify Central Receiving to sign the Receiving Report after the goods have been received or services have been rendered

It is Mississippi Valley State University's policy that all purchases are made with an official purchase order. Any employee that encumbers the University without an authorized purchase order will be held solely responsible for payment to the vendor. It is the vendor's responsibility to pursue the employee for payment.