

# Voucher Payments

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# University Policies Regarding Voucher Payments

- The University is trying to move away from Voucher Requests.
- Please remember that the University's preferences are
  1. E-Pro
  2. P-Card
  3. Voucher Payment
- If the Vendor does not take a P-Card you can make a payment with a Voucher request.

# Let's talk about what vouchers requests are

- Voucher payments are payments for **most** purchases under \$5,000 that were not made through E-Pro and were not put on the P-card.
- They can be payments for goods or services already rendered on an item previously received (i.e. invoices from companies or people).
- Vouchers are also how most reimbursements are paid to faculty, staff and students.

Travel Reimbursements are a special type of voucher that will be discussed later.

# Types of Voucher Requests

- There are two main types of voucher payments:
  1. Payment to a vendor for goods or services already rendered.

For example:

    - Invoice from a company for a repair
    - Invoice for cost of shipping
    - Editing services from an individual
  2. Reimbursements for something that “you” paid
    - Taking a departmental guest out to lunch
    - Buying supplies that are immediately necessary for the lab

# Things you need when submitting a Voucher request:

1. **A valid Chartfield** – aka the Funding Source
  - Email approval for using these funds
  - Award letter
2. **Proof of payment or invoice**
3. **Original Receipts**
  - Invoices
  - Credit card statement showing proof of payment
  - Other documentation to show proof of payment
4. **Evidence of a Business Purpose**
  - Agenda
  - Itinerary
  - List of attendees

# Business Entertainment P-Cards and Vouchers

This link automatically populates the agenda page.

[https://intranet.chem.unc.edu/wp-content/uploads/sites/6/2019/12/Entertainment\\_expense-Form-Rev11132019.pdf](https://intranet.chem.unc.edu/wp-content/uploads/sites/6/2019/12/Entertainment_expense-Form-Rev11132019.pdf)

CHEMISTRY at UNC CHAPEL HILL

**Choose one option:**

Purchasing Card (No alcohol), Cardholder name: \_\_\_\_\_

Reimbursement

UNC DEPARTMENT OF CHEMISTRY

After completing this form: For Pcard upload receipts and form to works [QA](#) for reimbursement provide to admin support person

Name of Requestor & Email \_\_\_\_\_ Name of Restaurant/Location of Event \_\_\_\_\_

Business Purpose for Entertainment Expense (for example: Inorganic seminar speaker lunch to discuss inorganic research) \_\_\_\_\_

Date of Visit/Event \_\_\_\_\_ Total Amount \_\_\_\_\_ Name of Visitor/Event \_\_\_\_\_

**VISITOR TYPE**  
For chartfields look here:

Inorganic  Physical  Named Organic  
 Analytical  Poly/Mat  Eastman Lecture  
 Organic  Biological  
 Other, please specify: \_\_\_\_\_

**Candidate Search**  
 Candidate, Faculty  
 Candidate, Graduate  
 Other Visitor (ex: Postdoc Interview); Obtain Chartfield from cardholder

Chartfield information can be found [here](#). For questions about chartfield string please contact your administrative support person or accounting.

**EVENT TYPE**  
 Breakfast  Lunch  Dinner  Snacks

**ATTENDEES:** Number of attendees \_\_\_\_\_ (List names below if 8 or less persons)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_  
 5. \_\_\_\_\_ 6. \_\_\_\_\_  
 7. \_\_\_\_\_ 8. \_\_\_\_\_

**REIMBURSEMENT POLICY – GENERAL**  
**Maximum Breakfast or Lunch:** \$25.00 per person for the candidate and up to three additional people. The maximum \$100.00 includes tax and tip.  
**Maximum Dinner:** Max \$60.00 per person, for a total of \$240.00 including tax and tip. The maximum does not apply for meals charged to industry-sponsored accounts when attended by an industry employee. \$450 for faculty search and department colloquia dinners, including tax and tip. For meals including alcohol submit as a reimbursement.

**REIMBURSEMENT POLICY – GRADUATE CANDIDATES**  
**Maximum Lunch:** \$25 per person, including tax and a tip, with a maximum of one UNC student host per visitor, and \$25 for each faculty member. **NO ALCOHOL ALLOWED.**  
**Maximum Dinner:** \$45 per person, including tax and a tip, with a maximum of one UNC student host per visitor, and \$45 for each faculty member. **NO ALCOHOL ALLOWED.**

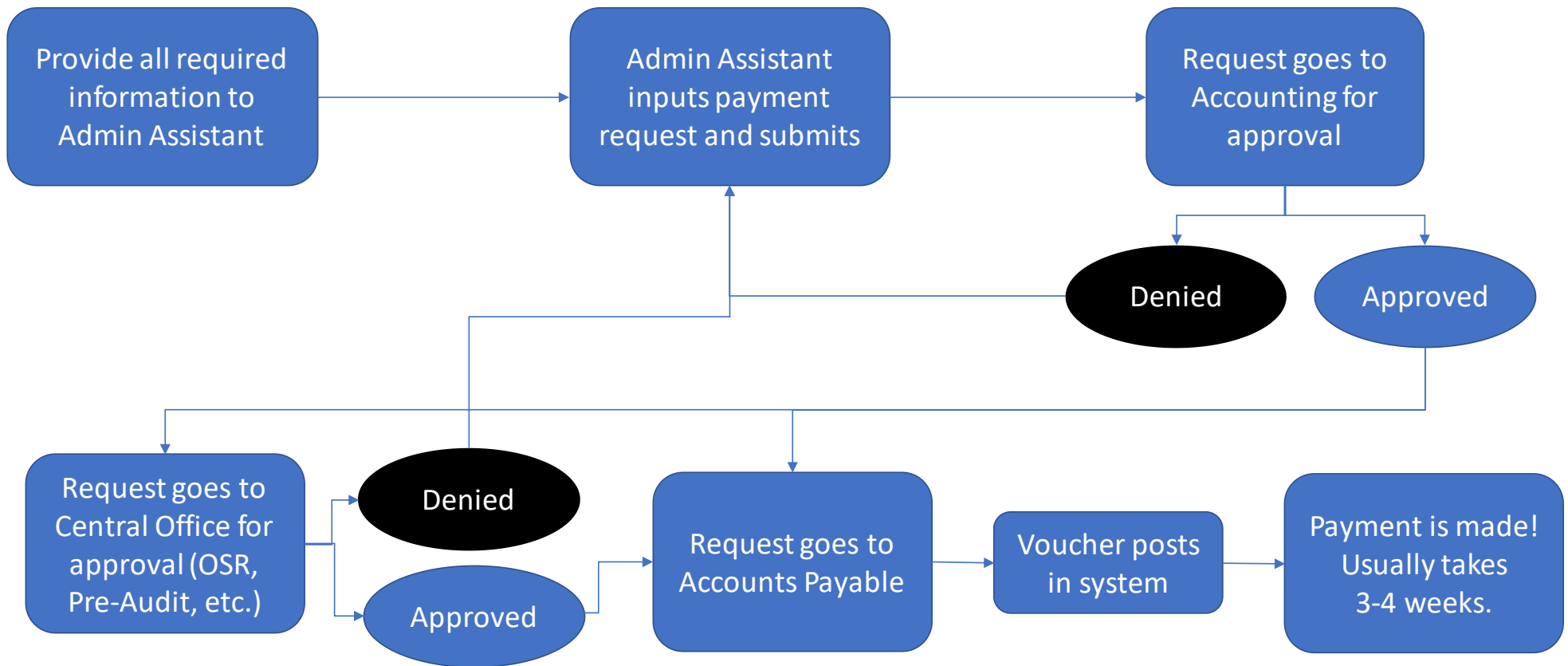
**Overage Payment Options:**  
 Chartfield \_\_\_\_\_  
 Pay out of pocket  
 Email from associate chair approving limit

**Sample Itemized Receipt and Receipt with total (including tip)**

**REQUIRE DOCUMENTATION**  
 1. Itemized Receipt/Invoice  
 2. Receipt with total amount paid with tip (could be included on itemized (# 1) or additional receipt)  
 3. Complete Entertainment Expense Form  
 4. Agenda (page 2) or Meeting schedule

Payments from departmental funds, including industrial accounts, over the maximum allowance, require prior approval from the Associate Chair. Please attach copy of the email approval to documentation.

# Voucher payment Timeline



# Questions?

Business Entertainment form - [https://intranet.chem.unc.edu/wp-content/uploads/sites/6/2019/12/Entertainment\\_expense-Form-Rev11132019.pdf](https://intranet.chem.unc.edu/wp-content/uploads/sites/6/2019/12/Entertainment_expense-Form-Rev11132019.pdf)

Personal Reimbursement Guidelines - <https://casdev.unc.edu/intranet/wp-content/uploads/sites/6/2019/08/Personal-Reimbursement-Guidelines.pdf>

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