



EMPLOYEE EXPENSE VOUCHER

ORAL ROBERTS UNIVERSITY
7777 South Lewis Ave.
Tulsa, OK 74171

| | | |
|------|----------|---------------------------|
| Name | Z Number | Travel Requisition Number |
|------|----------|---------------------------|

CASH EXPENSES

| Date | City | Meals | | | Hotel | Rental | Taxi | Phone | Other | | Total |
|---------------------|------|-------|-------|--------|-------|--------|------|-------|-------------|--------|-------|
| | | Bfst | Lunch | Dinner | | | | | Explanation | \$ Amt | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total Cash Expenses | | | | | | | | | | | \$ |

CORPORATE CREDIT CARD EXPENSES

| Date | City | Meals | | | Hotel | Rental | Taxi | Other | | Total | |
|--|------|-------|-------|--------|-------|--------|------|-------------|--------|----------------------------|------|
| | | Bfst | Lunch | Dinner | | | | Explanation | \$ Amt | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Purpose of Trip or Expenditure | | | | | | | | | | Total Credit Card Expenses | \$ - |
| Mileage @ | | | | | | | | | | 1. Mileage | |
| | | | | | | | | | | 2. Total Cash Expense | \$ - |
| Names of additional employees and/or guests, explanation of other expenses | | | | | | | | | | 3. Subtract Advances | |
| A. | | | | | | | | | | 4. Balance Due Employee | |
| B. | | | | | | | | | | 5. Balance Due Company | |
| C. | | | | | | | | | | 6. Total Cost of Trip | \$ - |

| Index Code | Account # | Amount |
|---------------------|-----------|--------|
| | | |
| | | |
| | | |
| | | |
| ACCOUNTING USE ONLY | | |
| | | |
| | | |

This form must be forwarded to travel@oru.edu within five days after completion of your trip. Monies due on this obligation may be withheld from my salary or wages due from Oral Roberts University, if they are not remitted within the time frame required by the policy pertaining to Travel Advances (TR) and Employee Reimbursement Vouchers (EEV). Original receipts are required. See important instructions on the next page.

ORU

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| | | |

CASH EXPENSES

[illegible]



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| | | |

CORPORATE CREDIT CARD EXPENSES

[illegible]

IMPORTANT INSTRUCTIONS

To comply with the reporting requirements of the travel expense laws and regulations, the following instructions must be followed to help you avoid personal income tax issues when audited by the Internal Revenue Service.

1. Prepare a report for each business trip. The report should be prepared from a diary or other record in which expenses are entered daily. This record should be retained by employee for four years.
2. Your report must be filed with the Coding and Funds Verification Department for audit and reimbursement within five days after completion of your trip. If you owe a balance from money advanced to you, it must be submitted by check, money order, or vault deposit with your report. DO NOT SUBMIT CASH.
3. Receipts must be obtained, scanned, and attached for all lodging and transportation. Original receipts must be attached for all business meals including the names of those dining and purpose of the business meal. Original receipts must be attached for all other expenditures.
4. When two or more employees travel together, each employee should pay his/her individual expenses when practicable and file individual Employee Expense Vouchers.
5. When you pay expenses for another employee, or entertain a person who is not an employee, indicate the other person by alphabetical reference. This report is presumed to cover your individual expenses only, unless otherwise stated.
6. The travel expense regulations require that items purchased on credit cards be accounted for and entered on the expense voucher. Therefore, detailed information regarding each charge must be entered in the space provided and copies of charge tickets and original receipts must be scanned and attached to this report.
7. In the event some of the information is confidential and you do not list it on the expense report, you must keep a complete personal record of it for possible examination by a revenue agent or corporate auditor.

THE FOLLOWING RULE CONCERNING INCOME TAX TREATMENT OF REIMBURSED TRAVEL EXPENSES FROM THE TAX GUIDE IS:

An employee need not report on his/her tax return any business expenses such as travel, meals, and lodging away from his home, or other business expenses for which he/she is required to account to his/her employer and for which he/she is reimbursed.