

Vouchers: Documentation for Vouchers Policy

#F03-03

Date of Adoption: March 1, 2003

1. Each department will be required to use one of the attached standardized expense forms. No other forms will be acceptable.
2. Credit card charge slips will only be accepted with an itemized charge slip of what was purchased from the vendor.
3. No Michigan sales tax will be reimbursed (except for meals). If you are staying at a hotel, make sure you fax or take a copy of the attached tax form.
4. Any meal ticket (unless part of a conference reimbursement for one person) must include **ON THE RECEIPT** – business purpose, place (if not on receipt), person or persons who took part.
5. If proper documentation is not received, it will be returned to the department.
6. Reimbursements will **NOT** be paid as demand checks.