

ACCOUNTS PAYABLE, PART 1: TRAVEL TRAINING

COMMON REASONS WHY TRAVEL VOUCHERS ARE REJECTED

- No approved **Advance Approval of Travel** form attached - required for all travel
- No dates at the top of the form (next to signatures) - required for audit trail
- Each day's expenses not shown separately
- Mathematical Error
- Individual Approving for payment not on authorized signature list
- Individual Approving for payment not higher in organizational structure than traveler
- No approval for payment
- Voucher submitted more than 30 days after trip without explanation attached
- Special approval form not attached (i.e., travel outside U.S., excessive lodging form)
- Times of departure and return not provided
- No signed justification for what appear to be excessive lodging and/or meal expenses
- No supporting bills, receipts, invoices
- No hard-copy confirmation of expenses if online methods were used to procure services
- No printout of the appropriate per diem rate table for international destinations
- Supporting bills, receipts, and invoices do not equal amounts claimed
- No purpose of travel listed
- No **original** signature of traveler/supervisor
- The traveler's social security number not provided
- Car rental insurance claimed (this is not allowed)
- No budget code provided
- Refueling charges for rental vehicles (not allowed)

- Failure to provide cost analysis for personal vehicle usage for daily mileage exceeding 100 miles
- Failure to indicate on the voucher when the M&E per diem is being used (departments can choose to reimburse employees for actual meal expenditures, not to exceed the amounts shown on the M&IE table for the specified meals, but must supply receipts when this is done)

Receipts
taped to
8x11 sheet

ALL RECEIPTS must
Be taped to a blank
8x11 sheet of paper.