

Procedures For Submitting An Expense Voucher

Note: Use an expense voucher when you had to personally pay for a company expense and are seeking reimbursement, or for mileage incurred by your personal vehicle for company purposes.

1. Hilltop company credit card holders must utilize the credit card “out of pocket expense” process.
2. If you are not a credit card holder obtain a form electronically.
3. Submit Expense Vouchers in the month that the expenses occurred.
4. Complete the appropriate form as follows:
 - Employee: print your name *legibly*
 - Location: Hilltop facility where the check will be sent via interoffice mail
 - Date: Today’s date
 - Itemize each expense incurred by filling in ALL columns as applicable. **Example:**

Date	Description	Dept #	Acct #	Miles	Cost	Total
1/15/12	Verizon Phone	6590	6221		\$35.00	\$35.00
1/17/12	Survey Monkey	6590	6240		\$19.95	\$19.95
1/18/18	Dept lunch	6590	6400		32.86	32.86
1/31/03	Shelter meeting	6590	6400		12.36	12.36

Total \$ 100.17

- The mileage description must detail why and where. There is a separate “Mileage Detail” sheet for that detail if needed. It will automatically update the total miles to the voucher, the cost per mile and total cost on the first line of the voucher.
- There is also a “Multiple Dept Mileage Detail” sheet for people who have charges to more than one Department. It does not automatically update the Expense Voucher.
- If only the Expense Voucher is used to document mileage, enter the number of miles and the cost and total will update automatically.
- Summarize the totals for each “Dept-Acct” category in the bottom right hand box (on page 1 for a multiple-paged voucher). **Example:**

Dept #	Acct #	Amount
6590	6221	\$35.00
6590	6240	\$19.95
6590	6400	\$45.22

- Staple all receipts to the form for all costs other than mileage reimbursements.
 - Sign form.
 - Obtain supervisor’s approval signature.
5. Send form to Accounting.
 6. Checks for expense vouchers received in Accounting by Tuesday at 4pm will be distributed Friday morning of the same week. Expense vouchers received after that deadline will have checks issued the following Friday.
 7. Incomplete vouchers will cause delays in payment.