

SSW EXPENSE VOUCHER
FORM MUST BE SIGNED BELOW

Name: _____ **Banner #:** _____

Address: _____

Please Check One:

Alumni Masters Program Doctoral Program

Annual Conference Fieldwork Advising-MSW Research Advising-MSW

Admissions/Recruitment Fieldwork Advising-PhD Research Advising-PhD

Field Review/Consultation Other

Date:

	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Destination: _____

Purpose: _____

of Students: _____

(if advising) _____

Lodging:

Hotel Rate \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Meals:

Breakfast	_____	_____	_____	_____	_____	_____	_____
Lunch	_____	_____	_____	_____	_____	_____	_____
Dinner	_____	_____	_____	_____	_____	_____	_____

Transportation:

Car (.485)	_____	_____	_____	_____	_____	_____	_____
Plane	_____	_____	_____	_____	_____	_____	_____
Parking	_____	_____	_____	_____	_____	_____	_____
Rental Car	_____	_____	_____	_____	_____	_____	_____
Tolls	_____	_____	_____	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____	_____	_____	_____

Total(s) \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Subtotal \$ _____

Other: (attach all copies)

Home Telephone Charges	\$ _____
Postage	\$ _____
Miscellaneous (Specify)	\$ _____

Subtotal \$ _____

GRAND TOTAL \$ _____

ALL EXPENSES ON THIS REPORT WERE ACTUALLY
INCURRED BY ME WHILE PERFORMING SMITH COLLEGE BUSINESS:

Signed: _____ **Date:** _____

INSTRUCTIONS

Smith College accounting procedures and the Internal Revenue Service regulations require a detailed accounting of expense reimbursement payments made by the College. If you submit a detailed accounting to the College for reimbursement payments, we are not required to add such payments to your salary for tax purposes.

Please keep adequate records and receipts. Use of an account book or diary is strongly recommended. State the time, place, business purpose and amount of each expenditure. Obtain receipts for all expenditures. Receipts are always required for all lodging expenses. **For other expenses less than \$25.00, receipts are not necessary if noted in an account book or diary. All receipts and a copy of your account book/diary must accompany this Expense Voucher. Receipts and account book/diary must be taped to a plain piece of paper if they are not letter size. Stapled or paper clipped receipts are no longer acceptable as the College has gone to a scanning system of documents.**

Many hotels offer discounts to college personnel. The discount may be obtained by presenting College identification to the hotel.

Prepare this form in duplicate. Keep one copy for your tax records to support the exclusion of reimbursements from your tax return.

Submit original copy with original receipts to Gina Zaikowski, Smith College SSW, Lilly Hall, Northampton, MA 01063 **within 30 days after expenses have been incurred. No reimbursements will be made past 150 days after expenses were incurred.**

If you have received an advance payment and your actual expense exceeds this payment, additional reimbursements will be paid by check mailed to your home address or direct deposit to your designated bank account, if applicable. If the advance payment exceeds your actual expense, refund the balance by cash or check payable to Smith College.