

Expense Reimbursement Voucher

Today's Date:	Home Address: 87 Weatherwane Drive, Mount Royal, NJ 08061
Student or Non-Employee Name: Lauren Phan	
NU ID # (REQUIRED if applicable): 001507365	Email Address: Phan.la@northeastern.edu

A completed W9 form (Domestic) or International Supplier Registration form (International) is required for all new payees (not yet paid via Banner).

Did you travel or have a meal at the expense of the University?		Did you make a non-travel purchase at the expense of the University?	
Travel Expenses (complete blue font area below)		Non-Travel Expenses (complete green font area below)	
Destination:	Airport trip	Description:	
Dates of Travel:	3/30/2023	Date of Expense:	
Purpose:	Travel from airport for Stamps Scholars	Purpose:	
(continued from above)	for Stamps Scholars National Convention	(continued from above)	

SUMMARY OF EXPENDITURES

	INDEX	ACCOUNT CODE	ACTIVITY CODE	OUT OF POCKET EXPENSES	
COVID-19 If any of the expense lines on this form are COVID-19 related, then please write/type COVID in the Activity Code field on that expense line					IMPORTANT Please do not enter dollar amounts in blue-shaded boxes to the left. Provide itemized details of travel expenses on reverse side of this form and the totals will automatically populate on front side.
	Air Fare	73021		\$0.00	
	Train Fare	73022		\$0.00	
	Bus Fare	73023		\$0.00	
	Taxi	200334	73024	\$100.00	
	Mileage	73025		\$0.00	
	Auto Rental	73026		\$0.00	
	Lodging	73027		\$0.00	
	Meals	73028		\$0.00	
	Other Items (Misc)	73030		\$0.00	
	Seminar Registration	74310		\$0.00	
	Non-Travel Expenses				Please enter figures in green-shaded boxes on this side of form only.
	Non-Travel Expenses				
	Non-Travel Expenses				
	TOTAL EXPENSES			\$100.00	

APPROVALS

Send this form to AP with ORIGINAL RECEIPT(S) ATTACHED. Itemized Receipts are recommended for all expenses BUT REQUIRED for all expenses of \$75 or more. Please provide business purpose of expenses and names of others covered by these expenses on page 2.

Minimum of two signatures is required for each Expense Reimbursement Voucher ...regardless of funding source

Student/Non Employee	printed name Lauren Phan	signature Lauren Phan	Date:
I certify that this report is a true and accurate accounting of expenses incurred in connection with authorized University travel. If funded by a grant or contract, I further certify that these expenses comply with the applicable cost principles and regulations of the sponsoring entity.			

Minimum of two signatures is required for each Expense Reimbursement Voucher ...regardless of funding source

Next Level Supervisor *	printed name	signature	Date:
Funding Approval (within department)	printed name	signature	Date:

* Signature of student or non employee's next level manager (or their delegate) required

NU-RES approval needed for all expenses being charged to an Index number that begins with a '5'.

Under IRC sections 62(a)(2) and 62(c), reimbursements for travel that meet established tests for an ACCOUNTABLE PLAN, are not subject to employment taxes (federal income taxes, Social Security and Medicare). The following are the three requirements for an accountable plan:

1. There must be a business connection and the expense must be reasonable.
2. There must be reasonable accounting for the expenses.

Travel expense vouchers should be turned into AP within 30 days of occurrence. Payment will be made within 5 business days if voucher is complete.