

## REMITTANCE VOUCHERS

Payments for the following can be processed on a Remittance Voucher:

Stipends 605180

Nontaxable Stipends (reimbursements for expenses) 605181

Honorariums to non Employees 605122

Non employee speaker fees, entertainment, and independent contractors (being paid less than \$1,000 for the calendar year). Payments totaling \$1,000 for a calendar year require a Personal Service Agreement.

Items on contract (leases & land purchase

Copies of canceled check (front and back) or bank statements that provide details of paid checks OR credit card slips or statements

Business Related Expense form

Consult A/P for questions on other forms of documentation that may be approved

Once Remittance Vouchers are received, they are audit

## **REIMBURSEM**