

Purcard Checklist for RSENR Staff & Grad Students

- ☐ Itemized Receipts. Credit card receipt alone is insufficient
 - Amount on receipt agrees to US bank charge
- ☐ Sales Tax Not Charged.
 - Only City 1% sales taxes and VT Meals & Rooms tax 9%, needs to be paid
- ☐ Receipts are taped down on all sides to an 8x11 paper. The entire receipt must be visible.
- ☐ All receipts and other documentation/agendas on single side paper. No duplexing.
- ☐ Remove all staples, paperclips (due to scanning process)
- ☐ Receipts are assembled in the same order as they appear on the journal
 - Helpful to number each receipt with the corresponding line # on the journal
- ☐ For business meals, alcohol charges require prior approval.
 - If alcohol was approved, include copy of approval form.
 - If location changed a revised form is needed.
 - Business meals on a grant must include a non UVM participant
 - Refreshments are not allowed on a sponsored grant.
- ☐ Conference, Workshop, Meeting agendas to support **ALL** travel expenses
 - (Travel expenses included Conference Registration, Transportation, Lodging, Meals)
- ☐ Validate that travel meals for one employee do not exceed the daily limit
 - Domestic, including Canada is \$60
 - Foreign is \$90
 - If foreign meals exceed \$75 then itemized receipts are required.
- ☐ Complete the last page of the purcard journal that requires details for ALL Travel and/or Business Meals/Refreshments.

<u>AIRFARE, HOTELS, TRAVEL MEALS, VEHICLE RENTAL</u>	<u>BUSINESS MEALS, HOSPITALITY ACTIVITIES</u>
Name of Traveler: _____	Names of Attendees: _____
Destination: _____	Location: _____
Business Purpose: _____	Business Purpose: _____
Additional Comments: _____	
<small>I certify that the information provided above is true and correct, that there are no alcohol expenses in with any travel meals, and I did not pay for nor seek reimbursement for this expense by any other method.</small>	
CardHolder Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____

- ☐ Ensure purcard journal in PeopleSoft passes budget check and is Valid, Valid
- ☐ Ensure budget manager approval is documented for all chart strings.
 - If using Professional Development Funds, include copy of approved PDF request.
- ☐ Obtain Supervisor Signature. If supervisor is unavailable, submit purcard packet, with a note that supervisor is currently unavailable, date expected to receive signature, keep copy of journal and obtain signature.
- ☐ For lost receipts, contact the vendor to request a duplicate. If efforts to obtain a duplicate receipt have failed, complete the *Receipt Substitution Form*. Send to the Disbursement Center to request an exemption. Include a copy of approved form.