

University of North Florida Foundation, Inc.
Foundation Accounting
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VOUCHER for REIMBURSEMENT of BUSINESS EXPENSES
INSTRUCTIONS

NOTE: *To move around the Voucher for Reimbursement of Business Expenses (VRBE), use the “Tab” key or place the mouse cursor in the area you need and press the left mouse button.*

For purposes of this form, the terms –
receipt refers to one receipt, invoice, or (any) supporting document; and
expense(s) = receipt(s).

INSTRUCTIONS: The following fields must be completed:

1) **Payee:** Type the name of the person whom listed expenses are reimbursed to.

DETAILS

Line 1:

2) **Date:** Type the date appearing in the receipt.

3) **Item Description:** Type description of the item. If there are multiple items in one receipt, type a “general description”.

4) **Event/Function:** Type the event or function the expense was incurred for.

5) **Amount:** Type the receipt amount claimed for reimbursement. For a receipt with multiple items, **cross-out item(s)** that is **not claimed** for, if any.

6) **Invoice:** Type the invoice (any reference) number appearing in the receipt.

Prepared by/Date: This line must be signed and dated by the preparer.

Total: This field is auto-calculated.

7) **Department:** Type the requestor’s “department name”.

Line 2:

Follow steps 2 to 7 for each receipt. Use more VRBE if needed.

NOTES:

- This form is created to streamline the summarizing of multiple receipts requested at one-time for reimbursement. The shaded portion is for Foundation Accounting’s use; a General Ledger (GL) Code is assigned to each receipt. The Foundation Accountant may assign more than one GL Code to one receipt as appropriately necessary.
 - Attach completed VRBE to Foundation [Check Requisition Form](#) together with original receipts. If **mileage reimbursement** is part of the request, complete a [Voucher for Reimbursement of Travel Expenses](#).
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