DIY Disbursement Vouchers
(for students NOT on payroll)

Following are details about how to process your own Disbursement Voucher (DV). Since you are not on payroll, reimbursement will come through student account. – be sure to include your student ID and current address. Please let me know if you have any questions.

Here is a link to the controller’s website where the forms can be downloaded and you can see examples of completed forms. [https://www.umb.edu/controller/forms](https://www.umb.edu/controller/forms)

You will use the Con-05. See page 3 of this document for example of what you need to fill out.

- **CON-05 Disbursement Voucher Form**
  - Example - [Disbursement Voucher Form](https://www.umb.edu/controller/forms)
  - Instructions - [Disbursement Voucher](https://www.umb.edu/controller/forms)
  - Reference - [Accounts Payable Checklist](https://www.umb.edu/controller/forms)

Tips and Tricks:
- You cannot be reimbursed for travel until the trip is complete.
- All receipts must show payment method (i.e. paid with Visa XXX XXXX 1234). If no payment method, you must show a PDF of your credit card statement showing charge; screen shots of the transaction won’t be accepted
- If any receipts are in foreign currency, you must convert it to USD. Go to [https://www.oanda.com/](https://www.oanda.com/) to calculate the conversion. Be sure to change the date to the date of the actual transaction. Use the converted USD amount on the expense report, make a note on the report and include a print out of the ONADA sheet used to make the conversion.
- You do not need to show receipts for charges under $25. Alternately, if you are missing a receipt, you can fill out missing receipt affidavit found on controller’s website.
- You can claim per diem for the city you travelled to. For instance, the M&IE per diem rate for NYC is $74. If you spend 4 full days in NYC, you can be reimbursed for $296 for Meals and incidentals without submitting receipts. Look up per diem rates here.
- Leave the accounting details, fund and department ID section blank and I will fill it in.
- Update highlighted areas of memo for controller (see page 2). Print memo and DV. Sign DV (original signature required) and attach receipts and back up of purpose of trip (i.e. invitation, agenda or email stating you what you were awarded money for). and supply the package to me. I will confirm everything is in order and sign as account signatory. I recommend you keep a scan for your records.

Leigh Murphy 8/14/18
MEMO

TO: Controller
From: Leigh Murphy x 7-7362
Date: 5/24/17
RE: Student Reimbursement for Research Dissertation

Please reimburse Natalia Escobar-Pemberthy, GGHS PhD candidate, $400.00 for her research dissertation Copyediting fees. She is not on payroll.
Attached please find a DV, and relevant receipts
Please let me know if you have any questions.

Thank you.
Disbursement Voucher
University of Massachusetts Boston

Name: [ ]

Vendor Number: [ ]

Address: [ ]

City: [ ]

State: [ ]

Zip Code: [ ]

PAYMENT TYPE:
- [X] REIMBURSEMENT NON-EMPLOYEE
- [ ] HONORARIA
- [ ] REIMBURSEMENT EMPLOYEE (NON-TRAVEL)

DATES OF SERVICE
TO

DOCUMENTATION ATTACHED:
- VENDOR’S INVOICE
- RECEIPTS

VENDOR: PLEASE COMPLETE THE SHADED AREAS AND RETURN TO THE UMB CONTROLLER’S OFFICE

<table>
<thead>
<tr>
<th>VENDOR NUM. (10)</th>
<th>INVOICE DATE (10)</th>
<th>INVOICE NUMBER (30)</th>
<th>INVOICE DESCRIPTION (30)</th>
<th>AMOUNT (10.2)</th>
<th>ACCOUNT (6)</th>
<th>DEPT ID (10)</th>
<th>FUND (6)</th>
<th>PRJ/GRT (15)</th>
<th>PRG (3)</th>
<th>1099 (Y/N) (1)</th>
<th>HANDLE (2)</th>
<th>VOUCHER No. (8)</th>
</tr>
</thead>
</table>

Expenditure Chart Field Line 1:
- Student ID number: [ ]
- Your name: [ ]
- Exp date: [ ]
i.e. Conference Travel
- AMOUNT: [ ]

Expenditure Chart Field Line 2:

Authorized Signature: [ ]

TOTAL: [ ]

Prepared By: [ ]

Department: [ ]

Phone/Email: [ ]

PO NUMBER: [ ]

PAYMENT TYPE: [ ]

Fiscal Office Approval

Budget Check

ENTERED BY: [ ]

DATE: [ ]

EACH INVOICE MUST HAVE AN APPROVED SIGNATURE