

COMMONLY OVERLOOKED ERRORS

INVOICE/VOUCHERS

- 1) Failure to make sure the P-Card box is checked when entering a PCO for vendors who accept the SPCC. See Procurements [Training Guide](#) for the P-Card.
- 2) All Accounting Vouchers over \$500.00 charging a Grant needs the Office of Sponsored Programs approval **before** coming to Accounts Payable.
- 3) We need a reason why we are paying a late invoice.
- 4) Improperly completing an [Accounting Voucher](#).
- 5) Failure to submit a [Receiving Report](#) for purchases \$10,000 or more.

TRAVEL

- 6) It is best to not bundle or use [Travel Packages](#). We must still see itemized expenses.
- 7) All **receipts** must be **itemized** and show proof of payment.
 - To be considered for reimbursement, the receipt has to be in the travelers' name of the person we are reimbursing. We cannot reimburse you if someone else (spouse, parent, friend) paid for the item.
- 8) [Rental Cars](#) must be **economy** vehicles. When renting a vehicle, you should go try to use our corporate account with Enterprise.
 - We cannot reimburse advance toll or fuel options on rental cars. We will reimburse tolls and fuel, with receipts.
 - We can only reimburse additional insurances if you are an employee traveling abroad or for an outside party.
- 9) Do not use personal points to pay for flights or hotels, etc.; we cannot reimburse for points.
- 10) Outside Party reimbursements must have their signature on the pdf report as approval before we can pay them. Submit the reimbursement **after** the signed pdf is uploaded.