

THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
HONORARIUM DEPOSIT VOUCHER & TRAVEL REIMBURSEMENT

SECTION 1.

DEPOSIT

Departments must include the following items with the honorarium deposit/travel reimbursement form:

1. The original and one copy of the cash receipt deposit report.
2. Combined honorarium/travel reimbursement check to be deposited.
3. Statement and/or receipts from travel.

Bursar's Office Use Only

DATE APPROVED _____ RECEIPT # _____ AMOUNT _____

SECTION 2.

TRAVEL REIMBURSEMENT

ISSUE CHECK TO _____

AMOUNT _____ (Please attach an itemized statement or memo of travel expenses.)

CHECK ISSUED FROM						
ACCOUNT	FUND	ORG	PROGRAM	SUB-CLS	BY	PROJ/GRT

CONTACT PERSON _____ PHONE # _____

INSTRUCTIONS FOR COMPLETING HONORARIUM DEPOSIT VOUCHER

1. Send the **original cash receipt deposit report** and check to deposit to the Bursar's Office for processing. The Bursar's Office will complete the remaining information in SECTION 1.
2. Complete SECTION 2. by entering the pertinent information about the reimbursement to be issued.
3. For travel reimbursement, the individual must provide a **copy of the cash receipt deposit report** and an itemized statement/memo for the amount indicated in Section 2 above. For example, if the total in Section 2 is \$800, the itemization may include AIR \$450, ROOM \$217, MEALS \$103, TAXI \$30.
4. A check will be issued to the individual for the total amount of travel incurred. The amount subject to Dean's Tax will be the difference between the total received and the amount reimbursed.
5. Submit completed form to the Bursar's Office. Bursar's Office will forward to Accounts Payable for reimbursement.