

**TEXAS A&M FOUNDATION
EXPENSE VOUCHER**

Revised 11/01/12

PAY TO: _____

TAMU EMPLOYEE? _____

ADDRESS: _____

FROM: _____
Account Name Account Number

CHAIR/PROFESSORSHIP (PROVIDE NAME OF HOLDER): _____

**FOR FOUNDATION
USE ONLY**

V# _____
TC# _____
DSC _____
GL 511001 Scholarship
512001 Prof/Chair
513001 Dept support
514001 Fellowship
518001 Other to TAMU
520001 General
520002 Travel Adv
520101 Contract Labor
520501 Legal & Prof
520601 Inventory Items
551001 Real Estate Exp
PB _____
RB _____

| | Invoice Date | Invoice number | Invoice Amount |
|-----|--------------|----------------|----------------|
| (1) | | | |
| (2) | | | |
| (3) | | | |
| (4) | | | |
| (5) | | | |
| (6) | | | |
| | TOTAL AMOUNT | | |

Description: _____

These expenditures are for TAMU business only, are within the restrictions placed on this account, and have not or will not be submitted to FMO or another agency. If this is a personal reimbursement for business expenses, I certify that the payments were made by the individual either with cash or a personal credit card.

CONTACT PHONE # MAILSTOP DATE

ACCOUNT ADMINISTRATOR DATE

PRINT NAME OF SIGNER

DEPARTMENT HEAD/DIRECTOR (if ≥ \$1,000) DATE

DEAN/VICE PRESIDENT (if ≥ \$5,000) DATE

PRINT NAME OF SIGNER

PRINT NAME OF SIGNER

Please visit <http://ifound.tamu.edu> for current policies on disbursements

- 1) Original detailed invoice or detailed receipt required
- 2) Two signers required for \$5,000 and above (\$5K signer and one other—i.e., Acct Adm, Dept Head or designee)
- 3) Foreign travel should be submitted to TAMU
- 4) Personal reimbursements must be approved at higher level of supervision.