

UNIVERSITY OF HAWAII
 FORM INSTRUCTION
 RECEIPT SUMMARY WORKSHEET (FMIS-4D)

PURPOSE:	To itemize accounts/subcodes for receipts involving multiple transaction and to include certification of no receipts
DATA ITEM	COMPLETION INSTRUCTIONS
	If using PDF form, certain fields automatically calculate; these fields are noted by an "*".
Traveler	Enter name of traveler
Document No.	Enter travel document number assigned to Employee Travel Form
Date	Enter receipts by earliest date of transaction
Description	Enter description of expense
No Receipt Amt	Enter dollar amount of no receipt
Receipt Amt	Enter dollar amount of original receipt
Account Code	Enter 6-digit Account Code
Subcode	Enter 4-digit subcode
Total*	System will calculate the "No Receipt Amt" and "Receipt Amt" totals
Grand Total*	System will calculate the Grand Total of expenses incurred
Certification Statement*	System will fill the total expenses incurred (Grand Total) and the total expenses with no receipts (No Receipt Amt)
Signature of traveler and Date	Signature and date are required by traveler