

Disbursement Voucher Supporting Documentation Matrix

As of 7/20/2015

UH Employee Reimbursement				
Type of Expenditures (DV Payment Type)		Itemized Receipt, Invoice with/and Proof of Payment	Acceptable Documentation	
			Forms	Other Documents
A	Cash Award			Signed Award Letter/Form
A	Cash Advance for Human Subject Research			CHS Approval & Dept Cash Adv Memo (Completion Instructions will be provided at the time of payment by Disbursing for tax reporting purpose)
A	Cash Advance (General)	X		Dept Cash Advance Memo
C	Computer Services	X		
D	Dues, Subscriptions	X		Membership or subscription application/form
E	Equipment (Non-Capital)	X		
F	Other Curr Exps, Fees	X		
F	Settlement/Judgement			Office of General Counsel Settlement or Judgment Letter
F	U.S. VISA		Dept Homeland Security Form: DHS-I-797C or I-485, etc.	Office of International & Exchange Programs Faculty & School Immigration Service Office Memo-H1-B visa
F	Others (e.g. - finger printing, death certificates)	X		
F	Others	X		Justification (e.g. for XYZ project/meeting) is required on the DV for items of a personal nature (refer to APM 8.225), unless it is covered under the bargaining units or has an exception approval per APM 8.225.
G	Supplies	X		Justification (e.g. for XYZ project/meeting) is required on the DV for items of a personal nature (refer to APM 8.225), unless it is covered under the bargaining units or has an exception approval per APM 8.225.
G	Supplies (e.g. - food/beverages, etc)	X	OPRPM 56 or 136	
I	Insurance	X		
K	Print, Photocopy, Advertising	X		
T	Travel			Processed via eTravel
T	Registration Fees	X		Event flyer
T	Mileage Reimbursement		UH DISB-33	
T	Parking	X		
N	Relocation	X	UH DISB-17A/B	Employment Offer Letter, UH Exception Letter, Quotes, Price Comparisons, Airline itinerary
P	TELCOM (e.g. - wireless, etc.)	X		Carrier Statement
P	Business Expense	X		
P	TELCOM Allowance	X		Dept Approval (e.g. memo)
P	Freight (e.g. - UPS, FEDEX, etc.)	X		
R	Royalty	X		Invoice containing # of publication sold; invention usage; Usage rights - Photos, Theater Plays, etc.
R	Services (Third Party)	X		Justification is required on the DV because a PO or Pcard should be utilized for service type of expenditures.
L	Rent of Land, Equipment, Bldg	X		Rental Agreement
Z	Others-Parking Allowance (4830,1,2)			
Payroll Related				
J	Uniform Maint. Allowance		UH DISB-13	
J	Auto/HSG Allowance, etc.			CFO Approval Memo
V	Vacation Credit Transfer to Other State Agency		State of Hawaii G-2	Dept Calculation Wrksht, Termination PNF
V	Post Death Benefit Payments		DAGS Form D-90	Payroll Memo

Form Description:

DAGS Form D-90, Employee's Designation of Beneficiary

Dept Homeland Security Form: DHS-I-797C

Dept Homeland Security Form: I-485, etc.

OPRPM 56 Purchase of Meals & Refreshments (AP 8.265)

OPRPM 136 Purchase of Meals Refreshments & Protocol Items (AP 8.265)

UH DISB-33 Personal Automobile Mileage Voucher (AP 8.852)

UH DISB-17A Employee Relocation Allwn Worksheet (AP 8.863)

UH DISB-17B Relocation Allwn, Receipt, Ack & Agreement Statement (AP 8.863)

UH Disb-13 Uniform Maintenance Allowances (AP 8.861)

State of Hawaii G-2 Appl for Transfer of Vac & Sick LV Credit or Pymt in Lieu of Vacation

Note 1: All reimbursements for goods/services should include written justification in the Notes & Attachments section except for incidental purchase of supplies.

Non-UH Employee Reimbursement

Acceptable Documentation			
	Type of Expenditures (DV Payment Type)	Itemized Receipt, Invoice with/and Proof of Payment	Forms Other Documents
A	Cash Award		Signed Award Letter
F	Other Curr Exps, Fees	X	
F	Settlement or Judgement		Office of General Counsel Settlement or Judgement Letter
F	Visa Extensions		Dept Homeland Security Form I-797C, I-129, etc.
F	CSO/RIO Club Functions	X	OPRPM 56 or 136
F	Reimbursements to Federal Sponsors		Award Letter
F	Others (e.g. - finger printing, death certificates)	X	Federal Award Ltr, ORS account reconciliation showing the refund amount
G	Supplies	X	
K	Print, Photocopy, Advertising	X	
R	Royalty	X	Invoice containing # of publication sold; invention usage; Usage rights - Photos, Theater Plays, etc.
R	Services	X	e.g. Honoraria for services outside USA, Medical Treatment invoices, etc.
S	Scholarship and Fellowship		Signed Award Letter. If it is a reimbursement, receipts need to be provided.
T	Travel Completion (e.g., Students, State & RCUH Employees, and Volunteers)	X	UH DISB-4 Travel Itinerary, Event Flyer, etc.
T	Travel Advance	X	UH DISB-4 Travel Itinerary, Event Flyer, etc.
T	Registration Fees	X	Event Flyer
T	Mileage Reimbursement		UH DISB-33
T	Parking	X	
X	Bonds, Refunds, Due State	X	Department refund form
Y	Short Term Loan		VC Acad Affairs Authorization Memo
Z	Others	X	X determined by type of purchases
Z	Others (e.g. - 5% Cash Back to Season Ticket Holders)		UHM Athletics Authorization Memo, Refund Receipt

Form Description:

Dept Homeland Security Form: DHS - I-797C

Dept Homeland Security Form: I-485, etc.

OPRPM 56 Purchase of Meals & Refreshments (AP 8.265)

OPRPM 136 Purchase of Meals Refreshments & Protocol Items (AP 8.265)

UH DISB-33 Personal Automobile Mileage Voucher (AP 8.852)

UH DISB-4 Travel Form (AP 8.851)

Note 1: All reimbursements for goods/services should include written justification in the Notes & Attachments section except for incidental purchase of supplies.

Regular Disbursement Voucher Payments - Commercial Vendors

Acceptable Documentation

Type of Expenditures (DV Payment Type)		Vendor Invoice, Subscription Application, or Receipt	Forms	Other Documents
B	Books, Resale, Library	X	OPRPM Form 95, 154	1. Required for purchases >\$25K 2. Library Approved Purchase Order
D	Dues, Subscriptions	X		Library receiving report and subscription
H	RCUH	X		
I	Interest	X		Computation of Interest for Late Payment Worksheet
P	Freight (e.g. - UPS, FEDEX, etc.)	X		
P	Postage (USPS Direct)	X		
P	TELCOM (e.g.- telephone/wireless, etc.	X		
R	Royalty			Invoice containing # of publication sold; invention usage; Usage rights - Photos, Theater Plays, etc.
U	Utilities	X		
U	Utilities (e.g. - repairs, equipt install, etc.)	X		Note: if the payment is for services related work, process on PO not DV.
W	OHA, Ceded Lands Pymt			OPRPM Revenue Report
X	Bonds, Refunds, Due State			
X	Debt Payment			B&F Memo and Debt Schedule
X	Drawdown for Bond System Expenditures			Expenditure Report with appropriate sign-off
X	C&G Refund			Reconciliation Report
X	Salary Overpayment to State			History of overpayment and repayment
X	Payroll Reimbursement to State			Bi-monthly payroll report by type of funds
X	Refund (e.g. - Refund Tuition to Entities)	X		Itemized listing of personnel & amounts, Dept Refund form or letter
Z	Others	X		

Form Description:

OPRPM 95 Determination of Cost or Price Reasonableness (AP 8.285)

OPRPM 154 Request for Advance Payment or Deposit (AP 8.275)

Computation of Interest for Late Pymt Wrksht (A 8.839)

Note: Use of PCARD and/or UH Purchase Orders should be used first before making a DV payment.