How to complete the Miscellaneous Expense Voucher form for a <u>Student</u>

To create a Miscellaneous Expense Voucher (MEV), go to the University Forms Repository or visit the forms page of the Financial Services website.

To create an MEV to process a reimbursement for a student, click on the link DocuSign_MEV_Student.cfm. This form can be used to create a form to reimburse a student for a purchase. The student should create the forms themselves.

- You will need to fill out this page completely. The initiator information should be your (student) information.
- *The email addresses provided must be valid Towson University email addresses, if not the form will be rejected once it is received by the AP office.
- All email addresses must be spelled correctly and be valid email addresses. If the email address is wrong, the form will go into limbo, you will not be informed and the form will not move forward.
- Email addresses must match the name listed in the corresponding role, if the name and email address do not match, the form will be rejected by the AP office.
- At least one of the Approvers listed on this page must be an authorized signer for the department the expense is being charged to. The other Approver listed can be an authorized signer also or another person in the department to approve the form.
- The 1st Departmental Approver role is the only role in which someone will be able to complete the code block information. The person in this role will need to know the code block information.
- The Initiator role and the 1st Department Approver role will have the opportunity to attach back-up documentation.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

All forms must be sent to a valid Towson University email address and will be rejected if emailed outside of @towson.edu. All forms will be audited for proper approvals and documentation and subject to rejection if not completed correctly.

Please enter your name and email to begin the signing process.

Initiator

Your Name: *

Full Name

Your Email: *

Email Address

Please provide information for any other signers needed for this document.

1st Department Approval

Name: *

Full Name

Email: *

Email Address

- The 2nd Department Approver role will simply be signing/approving the forms. There is no opportunity for the 2nd Department Approver to make any changes to the form. If the 2nd Department Approver needs to make a change, the form will need to be Declined and a new form will need to be created.

Email Address

Please provide information for any other signers needed for this document.

1st Department Approval

Name: *

Full Name

Email: *

Email Address

2nd Department Approval

Name: *

Full Name

Email: *

Email Address

BEGIN SIGNING

Once the information on the initial DocuSign page is completed click on

When you click Begin Signing, the system will take you into DocuSign to begin filling in the form.

Please Review & Act on These Documents

Towson University Accounts Payable
Towson University

TU TOWSON UNIVERSITY

Powered by **DocuSign**

Please complete all available fields, sign and click 'Finish.'

Thank you,
Towson University
View Less

Please review the documents below.

CONTINUE   **FINISH LATER**   **OTHER ACTIONS**

DocuSign Envelope ID: 380AA7B5-A8A1-433D-A4EC-B96F16261E62

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www.docusign.com

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Miscellaneous Expense Voucher

MISCELLANEOUS EXPENSE VOUCHER

PAYEE INFORMATION		AMOUNT	
Payee Name:		$	
Address:		Email Address:	
	-- select v		

DocuSign may ask you to agree to their terms and conditions, click the check box to agree if it appears and click Continue.

You will now begin filling in the form. Please use a home or permanent address, not a temporary campus address.

In the drop down next to Reason for Payment, you will select "Other" for a reimbursement. Then include a brief description in the Reason for Payment box. The form will then skip down to have you complete the W-9. This form is required and must be completed to move the form forward.

Attach all required back-up documentation for the purchase by clicking on the Required Attachment link and upload all of the back-up documentation. All uploaded documents will appear as additional pages as you scroll down through the document so you can review and make sure you upload all backup documentation.
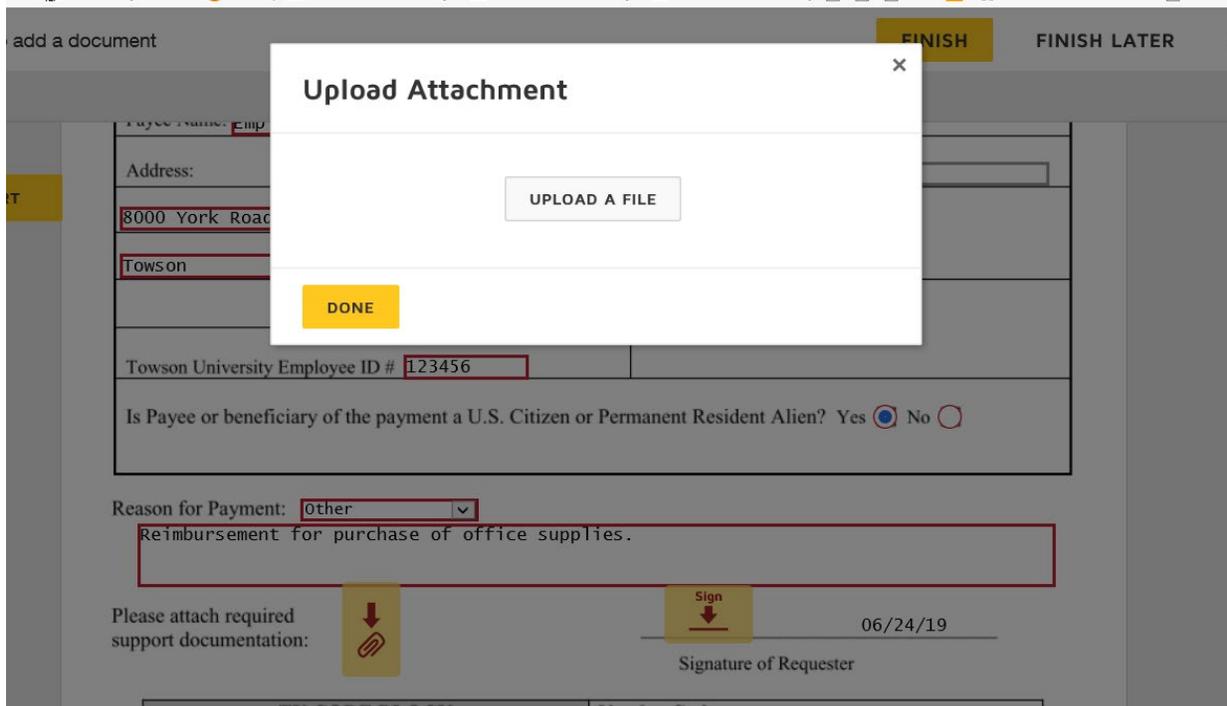
You will then sign as the Requestor.
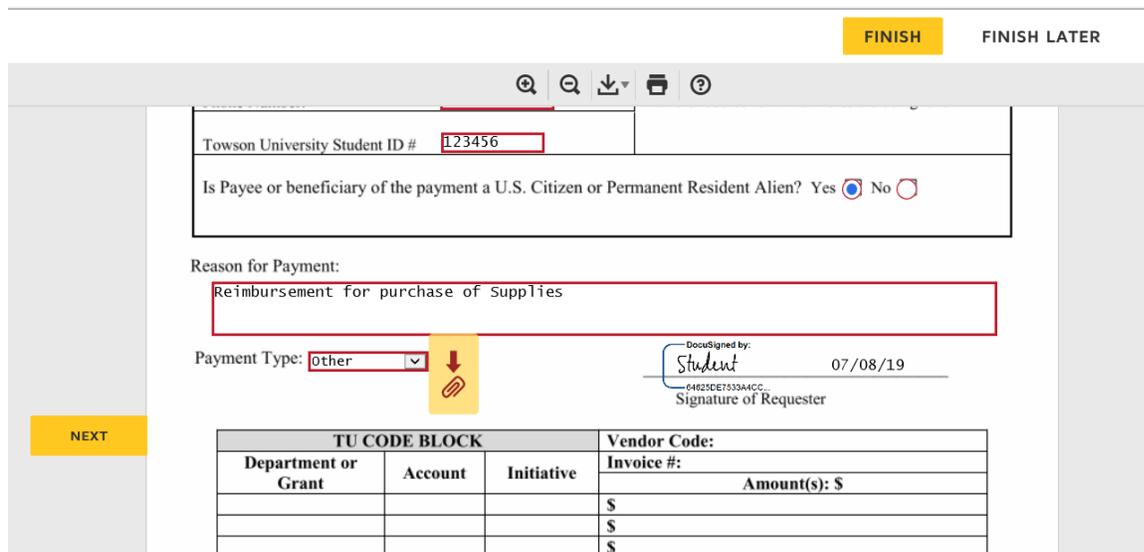
You should review the form to make sure everything is correct, all backup documentation is attached and then click Finish. The next person in line is the 1st Department Approver, they will get an email to review and sign the document.

The individual in the 1st Approver role will complete the code block and sign as an approval on the form. It is important to make sure the correct account number is being listed because if a wrong account number is on the form, the AP office will have to reject the form and a new one will need to be created.

It is also important to make sure the total $ amount in the code block, matches the total $ amount at the top of the form, if the two amounts do not match, the form will be rejected by the AP office.

There is also an additional opportunity to add any backup documentation if needed.

The Other Actions option at the top provides the 1St Approver to save and finish the form later, reassign the form to someone else to complete or to Decline the form.

Once the 1st Approver completes the code block, signs and clicks Finish, the form is then emailed to the individual listed as the 2nd Approver.

The individual in the 2nd Approver role will only be able to review the form. If something is wrong or the form is incorrect, the 2nd Approver will have to Decline the form and the form will have to be created again.

If the 2nd Approver approves the form, an email containing the completed form will be emailed to everyone in the email chain. You can download the form to your computers to store or print it if you choose.

The forms will automatically be sent to the Accounts Payable office. Once AP receives the form, they will begin their process to process the payments.