



Disbursement Voucher Submission Instructions

Individuals seeking reimbursement for pre-approved expenses must complete DUNAA Disbursement Voucher in its entirety. *All fields on the form are required:*

- Name
- Date
- Position
- Payee
- Mailing Address (Street, City, State, Zip Code)
- Contact Information (Telephone Number, Email Address)
- Amount Requested
- Type of Payment (Advance, Reimbursement, Payment, Repayment of Advance)
 - Travel Advance. Upon request, travel advances are available in advance of a DUNAA business-related trip. All travel advances must be approved by the President. Travel advances will be automatically offset against the payee's Disbursement Voucher when submitted. Disbursement Voucher should be submitted within 30 days of the trip the advance relates to.
 - Reimbursement. Payment for expenses incurred.
 - Payment. Direct payment made to vendor for goods/services. Check made payable to vendor.
 - Repayment of Advance. Upon completion of Travel, a completed Disbursement Voucher must be submitted within 30 days. Any excess advance (funds) become the personal responsibility of the traveler and funds should be refunded to DUNAA via personal check/money order within 30 days to the Financial Secretary @ 2102 Higher Court, Crofton, MD 21114.
- Payment Details (Account # / Name, Detailed Description of Expense(s), Amount (*please total*))
 - Mileage. December 14, 2019, the IRS issued the 2019 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes. Beginning January 1, 2019, the standard mileage rate for the use of a car (also vans, pickups or panel trucks) will be: .58 cents per mile driven for business use.
- Additional Comments (deemed necessary)
- Certification (Requester **must** Sign and Date to attest to the validity of document and expenses claimed).
- Approval (President (e-approval with email to Treasurer) / Treasurer approves and mails reimbursement pending receipt of original invoices/receipts)

Disbursement Voucher should be fully and accurately completed; submitted via email (including scanned copies of all invoices and receipts), concurrently to DUNAA President @ dunaa.president@gmail.com and Treasurer @ dunaa.treasurer@gmail.com *within 30 days for processing*.

All original Invoices/Receipts must be mailed to DUNAA Treasurer @ 2869 Fairburn Circle, SW, Atlanta, GA 30331, within 20 days. Original receipts must be received prior to issuance of check from DUNAA.

Please note that all disbursements will be made in accordance with DUNAA's approved budget.

Your reimbursement and/or advance check will arrive directly from DUNAA Treasurer via U.S. Mail.



Dillard University National Alumni Association, Inc. (DUNAA)

DISBURSEMENT VOUCHER

Name (*Please Print*) _____ Date _____

Position: _____

Payee: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____

Email Address: _____

CHECK # _____

Account # _____

Account _____

Amount Disbursed \$ _____

Date Mailed _____

Initials _____

*To Be Completed by Treasurer
At Time of Payment*

Amount Requested: \$ _____ (*Type of Payment*)

Advance \$ _____ Reimbursement \$ _____ Payment \$ _____ Repayment of Advance \$ _____

Account #/Name	Description of Expense(s)	AMOUNT
TOTAL REQUESTED		\$

Note: (Mileage @ \$0.58 Per mile / # of miles x \$0.58 per mile)

Additional Comments: _____

CERTIFICATION

Signature: _____ Date: _____

"I Certify that all expenses incurred were to carry out the official duties and goals of DUNAA"

Approved: _____ (*DUNAA President*) Date: _____

_____ (*DUNAA Treasurer*) Date: _____

INVOICE(S) OR RECEIPT(S) MUST BE ATTACHED WHEN PRESENTED FOR PAYMENT