

Expense Voucher

Use an Expense Voucher to pay for expenses unless a purchase order is required by fiscal rule.

The voucher is available on the [Purchasing webpage](#).

Examples of typical expenses paid on a voucher include:

- License fees
- Subscriptions
- Dues/Memberships
- Registration fees (Conference)
- Refunds and reimbursements to staff
- Misc. fees, renewals and invoices
- Payments to grant recipients
- Other expenses deemed necessary by the Controller or VP of Administrative Services

