How to complete the Miscellaneous Expense Voucher form for a Non-Employee

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 payment to a Non-Employee, click on the link DocuSign_MEV_Non-Employee.cfm. The department will be creating and completing the form for the individual so it is important to have all of the individuals information and W-9 ready before completing the form.

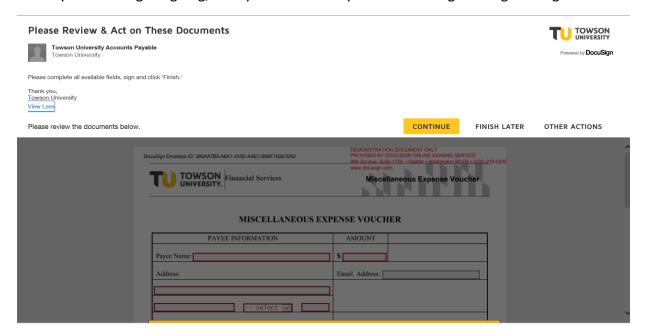
- You will need to fill out this page completely.
 The initiator information should be your
 information. For this form, the Initiator is
 basically the first department approver, the
 initiator will be completing the code block
- *The email addresses provided must be valid Towson University email addresses, 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 Initiator 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.

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.	3
Please enter your name and email to begin the signing process.	
Initiator	
Your Name: *	
E III	コ
Full Name	
Your Email: * Email Address	
Your Email: *	
Your Email: * Email Address Please provide information for any other signers needed for this	
Your Email: * Email Address Please provide information for any other signers needed for this document.	
Your Email: * Email Address Please provide information for any other signers needed for this document. Department Approval	
Your Email: * Email Address Please provide information for any other signers needed for this document. Department Approval Name: *	



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

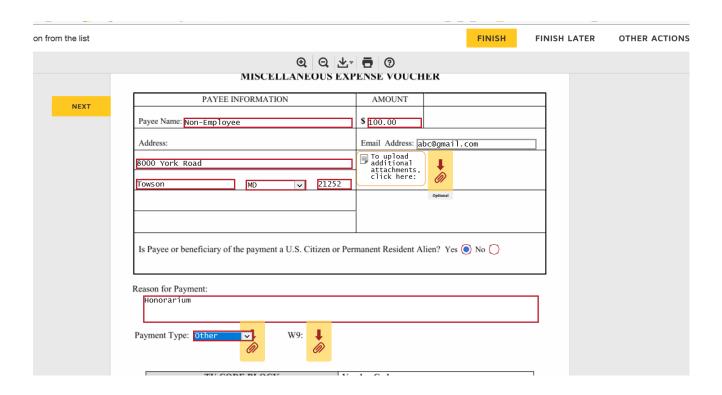
When you click Begin Signing, the system will take you into DocuSign to begin filling in the form.



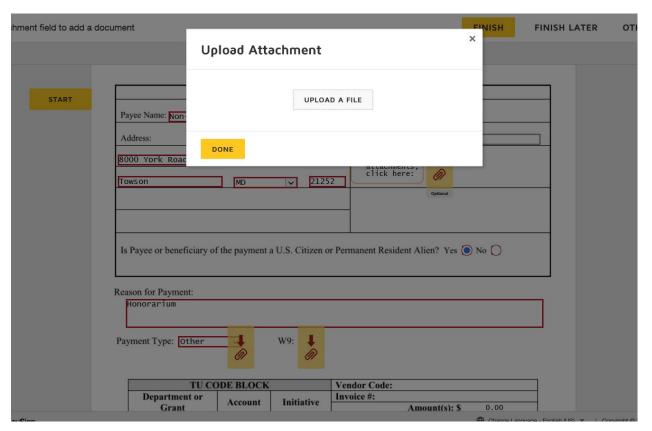
DocuSign may ask you to agree to their terms and conditions, click the check box to agree if it appears and click Continue.

You will now begin filling in the form.

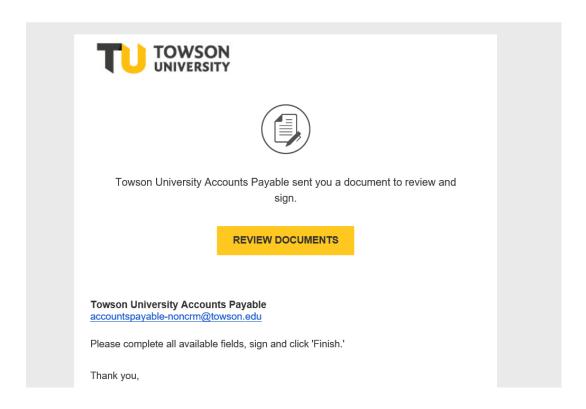
In the drop down next to Reason for Payment, select the appropriate reason for payment. Then include a brief description in the Reason for Payment box. If the red attachment symbol is present, you will need to attach backup documentation, be sure to include all appropriate backup documentation. You are also required to attach the individual's completed W-9. If the W-9 is not completed properly or there is missing backup documentation, the form will be rejected by the AP office and a new form will need to be created.



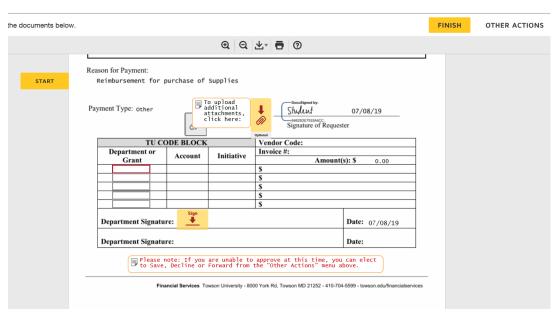
Attach all required back-up documentation for the purchase by clicking on the Required Attachment link and upload all of the back-up documentation. All uploaded documents will appear as additional pages as you scroll down through the document so you can review and make sure you upload all backup documentation.



You 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.

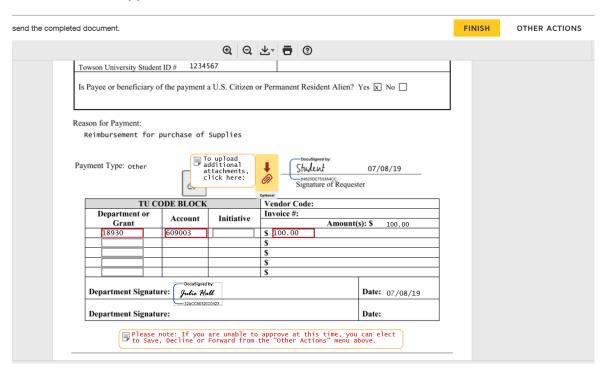


It is also important to make sure the total \$ amount in the code block, matches the total \$ amount at the top of the form, if the two amounts do not match, the form will be rejected by the AP office.

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 2^{nd} Approver role will only be able to review the form. If something is wrong or the form is incorrect, the 2^{nd} 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.