**Voucher Description Abbreviations**

**Abbreviations:**

RMB -Reimburse

MGE -Mileage

AIR –Airplane/Airline Tickets

PERFC -Performance Contracts

SDT -Student

STF -Staff

FAC -Faculty

TRE -Travel

PH –Phone

Object code 5720: Mandatory: Dates of travel and country.

Please continue to use customer ID, or regular descriptions for Whitman vendors like VWR, KIE, etc.

Voucher Entry. Third screen, Description line 1. This line prints on checks and reports. Include business purpose.

