Voucher Instructions

As stated within the Contract, reimbursement vouchers must be submitted to our center at least once a month.

Before sending reimbursement vouchers to Western Washington University, please make sure the following criteria for reimbursement have been met. Failure to meet these requirements may result in delayed reimbursement.

**Employer Information:** The name, mailing address, and phone number of the employer must match the name, mailing address, and phone number listed on the Contract.

**Student Information:** The student must completely fill out their name and Western ID.

**Student Job Title:** The job title on reimbursement vouchers must exactly match the job title approved within the Job Description.

**Pay Period:** Each reimbursement voucher must include the pay period dates. Please ensure that dates do not overlap previous reimbursement vouchers. A separate reimbursement voucher must be used for each pay period. Pay periods must begin on the 1st or 16th and end on the 15th or the last day of the month.

**Daily Hours:** Reimbursement cannot be made for more than 19 hours of work per week. The work week runs Monday through Sunday. For each day, place the number of hours worked in the appropriate box, such as 9.25 for 9 hours and 15 minutes.

**Pay Rate:** The pay rate on reimbursement vouchers must match the pay rate approved within the Job Description. The employer will need to complete a separate reimbursement voucher if the student receives a pay raise within a pay period.

**Earnings:** To calculate the gross earnings, multiply the hours worked by the pay rate. Reimbursement is based on the gross earnings. FICA and other deductions are paid by the employer. FICA must total 7.65% of the gross earnings. FICA includes Social Security (6.2%) and Medicare (1.45%). List the deductions and subtract them from the gross earnings to determine the net earnings.

**Signatures:** All signatures need to be obtained before we can process the voucher for reimbursement. Signatures must be original and dated on or after the last day worked. For example, if the students’ last shift was on the 17th, all signatures must be dated on or after the 17th.

Please use blue or black ink when filling out the reimbursement vouchers. Please return the white copy to our center, retain the yellow for your records and give the pink copy to the student for their records.

If the reimbursement voucher is not filled out correctly, we will send it back to you for corrections, which will slow down the process for reimbursement. If you have any questions regarding the off-campus work study reimbursement and voucher process, please contact the Student Employment Center at (360) 650-3158.

*Active Minds Changing Lives*