

GEARS CHECKLIST FOR JUDICIAL BRANCH EXPENSE ACCOUNT FORM

GEARS Checklist:

When entering the expense voucher into GEARS, please ensure each step noted on the Judicial Branch Expense Account Instructions is completed and correct. If using a hard copy of the Judicial Branch Expense Account form, you should verify that the math calculations are correct. Please ensure all required receipts are attached.

Below is a list of “Musts” for entering the voucher into GEARS:

1. Ensure the Invoice number is correct (example: 20141209TV - year/month/first day of travel/two initials in caps – first and last name).
2. Ensure coding is correct in the distribution lines.
3. Ensure ALL attachments are added (example: the actual expense form and ALL receipts).
4. Confirm that the voucher amount and the expense form amount MATCH.
5. Run Budget Check and ensure the final status is “valid.” Resolve any budget checking errors.
6. Submit for approval.

For specific details on how to enter the expense into GEARS, please refer to the tip sheets on the GEARS site on Courtnet. The link is:

<http://mdcourts.gov/gears/pdfs/tipsheetcreatingexpensevoucher.pdf>