



Mailing Address (Optional)

TRAVEL EXPENSE VOUCHER

Do not list items directly billed to the University. See FAQ Document for Details

Name: _____ University ID#: 9 _____

Purpose for Travel: _____

TRAVEL LOG

| | | | | | | | |
|----------------|--|--|--|--|--|--|--|
| Dates: | | | | | | | |
| Traveled From: | | | | | | | |
| Traveled To: | | | | | | | |

PERSONAL AUTO MILEAGE

| | | | | | | | |
|-----------------|--|--|--|--|--|--|--|
| No. of Miles: | | | | | | | |
| \$.67 per Mile: | | | | | | | |

Total Mileage: _____

FOOD EXPENSE (Do not combine receipt amounts)

| | | | | | | | |
|--------------|--|--|--|--|--|--|--|
| Receipt Amt: | | | | | | | |
| Receipt Amt: | | | | | | | |
| Receipt Amt: | | | | | | | |
| Totals: | | | | | | | |

Total Food: _____

LODGING (LIST THE TOTAL AMOUNT THAT APPEARS ON THE RECEIPT. DO NOT SPLIT OR COMBINE RECEIPTS.)

| | | | | | | | |
|---------------|--|--|--|--|--|--|--|
| Lodging Cost: | | | | | | | |
|---------------|--|--|--|--|--|--|--|

Total: _____

TRANSPORTATION (Do not combine receipt amounts)

| | | | | |
|--------------------|---------------------|----------------------|---------------------|----------|
| Cost for Airplane: | Cost for Train/Bus: | Cost for Car Rental: | Total Tolls Amount: | Parking: |
| | | | | |

Total: _____

MISCELLANEOUS EXPENSES and RECEIPT OVERFLOW:

| | |
|---------------------------------------|--|
| List receipt amounts. Do not combine. | |
|---------------------------------------|--|

Signed: _____ Date: _____ Total Miscellaneous: _____

Please print name: _____

Approval: _____ Date: _____

Please print name: _____

Account Number: _____ (index) _____ (fund) _____ (org)
 _____ (acct) _____ (prog)

Grand Total: _____

Less Advance: _____

Amount Returned: _____

Advance Account Number: _____ (if reconciling advance)

Amount Due: _____

