



# WEEKLY TRAVEL EXPENSE VOUCHER

*Do not list items directly billed to the University.*

Name: \_\_\_\_\_ University ID#: 9 \_\_\_\_\_

Purpose for Travel: \_\_\_\_\_

**TRAVEL LOG**

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

**PERSONAL AUTO MILEAGE**

|                 |  |  |  |  |  |  |  |
|-----------------|--|--|--|--|--|--|--|
| No. of Miles:   |  |  |  |  |  |  |  |
| \$.56 per Mile: |  |  |  |  |  |  |  |

Total Mileage: \_\_\_\_\_

**FOOD EXPENSE (IF FOR OTHERS, PLEASE EXPLAIN)**

|            |  |  |  |  |  |  |  |
|------------|--|--|--|--|--|--|--|
| Breakfast: |  |  |  |  |  |  |  |
| Lunch:     |  |  |  |  |  |  |  |
| Dinner:    |  |  |  |  |  |  |  |
| Totals:    |  |  |  |  |  |  |  |

Name of others/explanation: \_\_\_\_\_

Total Food: \_\_\_\_\_

**LODGING**

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

Total: \_\_\_\_\_

**TRANSPORTATION**

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

Total: \_\_\_\_\_

**MISCELLANEOUS EXPENSES:**

|  |  |
|--|--|
| List and Explain Miscellaneous Expenses: |  |
|--|--|

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:** \_\_\_\_\_

**Amount Due:** \_\_\_\_\_

Advance Account Number: \_\_\_\_\_  
 (if reconciling advance)