



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:							
\$.70 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:							
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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.	
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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please print name: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

Account Number: \_\_\_\_\_

(index) (fund) (org)

(acct) (prog)

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

Grand Total: \_\_\_\_\_  
Less Advance: \_\_\_\_\_  
Amount Returned: \_\_\_\_\_  
Amount Due: \_\_\_\_\_