

INSTRUCTIONS FOR TRAVEL EXPENSE VOUCHER

NOTE: If the least-cost method of travel is not used, you MUST attach justification.

- | | |
|---|--|
| 1) Employee Number | As on your University ID. |
| 2) Address | Required for employee and non-employee travel. |
| 3) Month/Year | Month and year of travel. |
| 4) Department | Department where the employee/non-employee works. |
| 5) Index | Input the org if it is different than the department's default org. |
| 6) Meals Provided | List any meals included in the training/meetings. |
| 7) Purpose | Explain reason for the travel: where and why. |
| 8) Dates | Dates of the travel/expense. |
| 9) Departure time | Time of departure from home or the office, not airport departure time. |
| 10) Arrival Time | Time of arrival at final destination (e.g., hotel or office, not airport arrival time). |
| 11) Description/Destination | Destination or a description of the charge listed. |
| 12) Mode of Travel | Method of travel. Examples:
CA - Commercial Airplane

PA - Personal Aircraft
PC - Personal Car (not a motor pool or rental car)
SA - State Aircraft
SC - State Car (car, truck, mini van, etc.) |
| 13) Miles | For travel in a personal car use the state mileage chart. Aircraft, list the total miles traveled (nearest tenth of a mile). |
| 14) Rate | Rate received per mile or the cost of the commercial transportation (see travel regulations for current rates, web page link above). |
| 15) Lodging | Amount paid for lodging including tax (movies, phone charges, room service excluded). |
| 16) Meals | Amount of per diem entitled to (not the actual cost); meals provided are not allowable. |
| 17) Other Expense | Allowable expenses that are not listed anywhere else. A receipt must be attached. |
| 19) Travel Advance | List amount of advance received. |
| 20) Itemization of State CreditCard/Warrant Chgs | List all charges on state credit card or warrant (e.g., registration, lodging, rental car, airline, etc.). For items charged on a state credit card or paid by a warrant, the receipt/invoice should be kept with the credit card/invoice claim. |

Example: Travel to Boston on 3/15/05 for training. \$100 travel advance was received. Travel costs were:
airline ticket for \$695 paid by state credit card on 1/15/05
shuttle cost of \$10 each way (3/15/05, 3/18/05) out of pocket
lodging (including taxes) of \$110 per night (3/15/05, 3/16/05, 3/17/05) paid by state credit card on 3/17/05
car rental of \$150 paid by state credit card on 3/18/05
per diem meals \$180.50 (3/15-18/2019) out of pocket
