

# **CHECK LIST FOR FILLING OUT THE TRAVEL VOUCHER**

**Make sure you list all expenses, including P-Card, Direct Billed, RFP, etc.**

- ☐ Submit voucher within 60 days of travel completion or reimbursement is subject to tax.
- ☐ Fill out the top section of the voucher completely (Name, Department, Employee #, Headquarters, Residence, Means of transportation, Dept. Contact & Phone #). Enter mailing address if headquarters is off campus.
- ☐ Enter the time & date departed and returned.
- ☐ Enter miles driven (only if personal auto was used); form will calculate reimbursement amount.
- ☐ Enter amount for transportation (air, train, etc). Attach receipt\*\*.
- ☐ In the “Lodging Conf.” box, click “Y” box if lodging is at the conference hotel, then list the daily room rate, including tax. Attach receipt\*\*. (Make sure the receipt shows a \$0.00 balance)
- ☐ Enter the amount of per diem on each day. Deduct ANY meals provided.
- ☐ Enter any reimbursable expenses under “Other Expenses”. i.e: internet usage/phone calls (make sure you note under traveler’s comments if these are business related), parking, shuttle/taxi, tips (must list the kind of tip. (baggage, etc). If these charges are over \$10.00 a receipt MUST be attached.\*\*
- ☐ Enter the purpose of travel.
- ☐ Under “Traveler’s Comments/Explanations”, provide justification that will be helpful when auditing the voucher—sharing of lodging, business related charges, driving instead of flying, etc.
- ☐ The traveler must sign certifying that all of the information is correct.
- ☐ Enter the Organization # & Organization Name. The Account Manager signs designating his/her approval. Enter the amount to be reimbursed under “Amount Approved”. If the amount of “TOTAL EXPENSES” on the travel voucher doesn’t exceed the “Amount Authorized” on the travel application, the account manager does not have to sign the voucher.
- ☐ Attach ORIGINAL travel application
- ☐ Attach copy of official conference brochure, containing detailed information concerning meals and lodging.

\*\*Attach original paid receipts—UNLESS the expense was paid by P-Card, reimbursed on a RFP, etc., in which case you would need to attach a COPY of the paid receipt.

**If you have any questions, please contact Deb Smith 581-7745**