Name________________________________________Date_____________________________

Purpose of Travel____________________________________________________________________

Place(s) Visited_____________________________________________________________________

Mode of Travel ______________________ University Vehicle _____ Personal Vehicle _______

Private owned vehicles - Private vehicles may be used for travel on university business only if a university vehicle is not available.

Please complete the following accurately and legibly. “Out” and “in” time must be included. Travel expense vouchers must be submitted to the Business Office the day after your return. All lodging receipts and other receipts for items over $5.00 must be attached. All departments must have department head approval and administrative approval before being submitted to the Business Office. Failure to do so may delay approval for payment.

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<tr>
<th>Date</th>
<th>Time Out</th>
<th>Time In</th>
<th>Public Trans.</th>
<th>Meals</th>
<th>Rooms</th>
<th>Auto Expense (.30/mile)</th>
<th>Misc.</th>
<th>TOTALS</th>
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TOTAL EXPENSES $                   $                 $                 $                 $                 $

Meal Allowance:

Breakfast $ 6.00 if leaving before 6 AM
Lunch $ 7.00 if leaving before 12 PM
Dinner $12.00 if away after 7 PM
$25.00

Deduct Advance $________________

Net to Reimburse/Return $________________

Person Submitting Voucher

______________________________________________________________________________
Person Submitting Voucher

Department Head

______________________________________________________________________________

Department Head

______________________________________________________________________________

Department Head

______________________________________________________________________________

Department Head

Academic Dean Approval, if required

Business Manager Approval

Date