

TRAVEL EXPENSE VOUCHER

Updated 2011-03

Traveler Name: _____

PRN#: _____

Index & Acct Line: _____

Address: _____

Business Purpose: _____

Attach original receipts, travel itinerary, and conference agenda or brochure. When claiming reimbursement for meals and lodging, attach printout of Federal allowable meals and lodging rates for destination zip code. When claiming reimbursement for private vehicle mileage, attach printout of MapQuest or similar website to substantiate mileage claimed.

Date									
Destination									TOTAL
Private Vehicle Mileage									-
Mileage at \$.44/mi	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Air Transportation									-
Rental Car									-
Parking/Tolls/Taxi/Bus									-
Meals									-
Lodging									-
Registration fee									-
Tips									-
Other:									-
									-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TRAVELER SIGNATURE	DATE
DEPT HEAD SIGNATURE (\$0-\$999)	DATE
DEAN OR VICE PRESIDENT (\$1,000-\$4,999)	DATE
VP ACADEMIC AFFAIRS (if applicable) and	DATE
VP for FISCAL AFFAIRS (\$5,000 or MORE)	DATE

Less: Cash Advanced by UNE		
Less: Pre-paid items or items billed directly to UNE (registration, hotel, etc)		
Less: Items charged to University purchase card		
Net Amount to be reimbursed/(returned to UNE)	\$	-

<u>BUSINESS OFFICE USE ONLY</u>	
Date Recd	_____
Vendor #	_____
Voucher #	_____
Check #	_____
Date Paid	_____