SHIPPENSBURG UNIVERSITY (PLEASE TYPE OR PRINT LEGIBLY USING BALLPOINT PEN.) TRAVEL EXPENSE VOUCHER									PAGE OF				
TRAVELER'S	S NAME		DEPARTMENT/OFFICE							YEAR	COST CENTER	GL ACCOUNT	AMOUNT
				HEADQUARTERS 1									
HOME ADDR	RESS					BARGAINING UNIT							
EACH TRAVELER MAY CLAIM <b>ONLY</b> THEIR EXPENSES.													
DATE	ITINERARY			TRANSPORTATION <sup>2</sup>			LODGING <sup>3</sup> MEALS <sup>4</sup>		MEALS 4	MISCE	MISCELLANEOUS		
YEAR	TIME(hh:mm) LV RET		LOCATION(S)	PERS. AUTO MILES	UNIV. CAR/VAN/BUS (Circle One) OR NAME OF CARRIER	ACTUAL COST	NAME OF HOTEL	ACTUAL COST	ACTUAL/ PRORATED COST	REGIST./CONFERENCE FEES <sup>5</sup> ; PARKING, TOLLS, OTHER <sup>6</sup>		ACTUAL COST	TOTAL
DATE		·	PURPOSE OF TRAVEL/COMME	ENTS									
ALL NON-OVERNIGHT MEAL ALLOWANCES CLAIMED ON THIS FORM WILL BE REIMBURSED THRU THE PAYROLL SYSTEM AS TAXABLE INCOME.  PERSON AUTO @ ¢											¢ MILE		
MY NORMAL WORKING HOURS ARE to						(FOOTNOTES ON REVERSE)					TOTAL REIMBURSEMENT CLAIMED		
AND THAT I H	AVE NOT AN	D WILL NOT <i>i</i> VLEDGE AND	D EXPENSES CLAIMED ARE C ACCEPT REIMBURSEMENT OF CONFIRM THAT I HAVE CLAIM	F ANY OF THESE	EXPENSES FROM ANY OTH	ER SOURCE.					FR #		-
TRAVELER SIGNATURE DATE					SUPERVISOR SIGNA	ATURE		DATE					

EMPLOYEES AND SUPERVISORS ARE RESPONSIBLE FOR INSURING THAT EXPENSES CLAIMED ON TRAVEL EXPENSE VOUCHERS ARE PROPER AND ACCURATE. THIS FORM MUST BE RECEIVED BY ACCOUNTS PAYABLE WITHIN 60 DAYS OF RETURN DATE.

## TRAVEL EXPENSE VOUCHER INSTRUCTIONS

- 1 Employees are not eligible for reimbursement of transportation expenses between residence and headquarters. When an employee is required to travel directly from home to a work or conference site, the distance from home to work site, or headquarters to work site, whichever is shortest, will be used to calculate mileage.
- 2 Original receipts required for plane, bus, train; original receipt required for taxi in accordance with current SSHE Travel Regulations and Commonwealth of Pennsylvania Travel and Subsistence Expenses Management Directive.
- 3 Original receipts required, both hotel bill and method of payment. If hotel expense exceeds maximum allowable by regulation, justification required.
- 4 PLEASE NOTE THAT ALLOWANCE FOR MEALS DOES NOT REQUIRE RECEIPTS. HOWEVER, THEY ARE NOT FLAT RATES AND ONLY AMOUNTS EXPENDED MAY BE CLAIMED. Collective bargaining agreement provisions apply to meal allowances. By signature, the traveler acknowledges and confirms that they have claimed ACTUAL COSTS OF MEALS AND OTHER SUBSISTENCE EXPENSES up to the maximum rates established by the chancellor.
- 5 Receipt required. A copy of the conference brochure or registration form must be submitted with the Travel Expense Voucher. If Registration was prepaid by University, indicate Prepaid Registration; and do not include in TOTAL REIMBURSEMENT CLAIMED.
- 6 Original receipts may be required, in accordance with current SSHE Travel Regulations and Commonwealth of Pennsylvania Travel and Subsistence Expenses Management Directive.

STAPLE RECEIPTS TO BACK OF TRAVEL EXPENSE VOUCHER