

TRAVEL EXPENSE VOUCHER

TRAVELER'S NAME _____ DEPARTMENT/OFFICE _____
 HEADQUARTERS ¹ _____
 HOME ADDRESS _____ BARGAINING UNIT _____

YEAR	COST CENTER	GL ACCOUNT	AMOUNT

ALL PAYMENTS WILL BE MAILED TO THE DESIGNATED DEPT./OFFICE. EACH TRAVELER MAY CLAIM ONLY HIS OR HER EXPENSES.

DATE YEAR MO./DAY	ITINERARY		TRANSPORTATION ²			LODGING ³		MEALS ⁴	MISCELLANEOUS		TOTAL
	LV	TIME RET	LOCATION(S)	PERS. AUTO MILES	UNIV. CAR/VAN/BUS (Circle One) OR NAME OF CARRIER	CASH YOU PAID	NAME OF HOTEL	CASH YOU PAID	CASH YOU PAID	REGIST./CONFERENCE FEES ⁵ ; PARKING, TOLLS, OTHER ⁶	

DATE	PURPOSE OF TRAVEL/COMMENTS

I am unable to operate a motor vehicle because of my disability; therefore, I have not completed the section requiring a driver's license number.

MY NORMAL WORKING HOURS ARE _____ to _____ (FOOTNOTES ON REVERSE)

I CERTIFY THAT THE STATEMENTS AND EXPENSES CLAIMED ARE CORRECT AND REASONABLE, AND WERE INCURRED IN THE PERFORMANCE OF UNIVERSITY DUTIES, AND THAT I HAVE NOT AND WILL NOT ACCEPT REIMBURSEMENT OF ANY OF THESE EXPENSES FROM ANY OTHER SOURCE.

PERSON AUTO @ _____ ¢ MILE

TOTAL REIMBURSEMENT CLAIMED

FR # _____

TRAVELER SIGNATURE _____ DATE _____ SUPERVISOR SIGNATURE _____ 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.

OFFICIAL USE ONLY			
TRAVEL FUNDING APPROVAL/DATE:			
COST CENTER		GL ACCT.	AMOUNT
PAY ONLY:			

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 If Transportation Order used, attach copies 3 & 4 of T.O.; do not include in TOTAL REIMBURSEMENT CLAIMED. 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 If Hotel Order used, attach copies 3 & 4 of H.O. with copy of hotel bill; do not include in TOTAL REIMBURSEMENT CLAIMED. 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.
- 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.