

TRAVEL EXPENSE VOUCHER - SAMPLE FOR STUDENT

Revised January 2016

Name: John Doe Banner ID: @83045382 Purpose of Travel: Professional presentation at the American College of Sports Medicine (ACSM) Conference	Deliver check to (mailing address): 1492 Commonwealth Drive Indiana, PA 15701	DEPARTMENT USE ONLY <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:30%;">Cost Center/WBSE</th> <th style="width:30%;">Commitment Item</th> <th style="width:40%;">Amount</th> </tr> <tr> <td></td> <td align="center">615175</td> <td></td> </tr> <tr> <td></td> <td align="center">615175</td> <td></td> </tr> <tr> <td></td> <td align="center">615175</td> <td></td> </tr> <tr> <td></td> <td align="center">Total</td> <td align="right">\$0.00</td> </tr> </table>	Cost Center/WBSE	Commitment Item	Amount		615175			615175			615175			Total	\$0.00
Cost Center/WBSE	Commitment Item	Amount															
	615175																
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	615175																
	Total	\$0.00															
		TRAVEL OFFICE USE ONLY Vendor Number: _____ 1099 Travel Officer: _____ Date: _____ Yes No															

Itinerary				Transportation and Lodging			Miscellaneous	
Date	Leave Time	Return Time	List Locations	Pers Auto Miles	Provider Name	Cash You Paid	Explanation	Cash You Paid
3/9/2009	8:00 AM	9:30 AM	Indiana to Pittsburgh Airport	75				
3/9/2009	12:00 PM	2:00 PM	Pittsburgh to Atlanta		Delta Airlines	220.00		
3/9/2009					Sheraton Hotel	125.00		
3/10/2009					Sheraton Hotel	125.00		
3/11/2009	7:00 AM	9:00 AM	Atlanta to Pittsburgh					
3/11/2009	9:30 AM	11:00 AM	Pittsburgh Airport to Indiana	75			Airport parking	20.00
Total Miles				150				
Rate Per Mile				\$0.540				
Totals:				\$81.00				20.00

A

B

C

Total Reimbursement (A+B+C)	\$571.00
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I certify that the statements and expenses claimed are in accordance with established university travel policies and were incurred in the performance of official duties.

Traveler's Signature	Date	Authorizing Signature	Date

Student: Submit completed travel voucher, original receipts, and copy of conference program (with your presentation) to your department office the week after travel is complete. All receipts must be originals and must show proof of purchase. **STUDENTS ARE NOT ELIGIBLE FOR FOOD REIMBURSEMENT.**

Dept: Apply dept cost center, maximum amount to be funded, and signature. Forward original travel voucher and receipts to Travel Office, B18 Clark Hall. Forward copy of travel voucher and copy of conference program to Asst Dean for Research, 122 Stright Hall to initiate transfer of funds.