

Reimbursement of Travel Expenses

Reimbursement of Travel Expenses

A. General

University of Kentucky travel policies require official travel on behalf of the University of Kentucky to be as economical as feasible. Faculty and Staff traveling on University business shall use the most economical standard transportation available and the lodging shall be the most economical that is consistent with the University's best interest. Travel shall be the most direct and usually traveled routes, and lodging facilities that provide discounts or special government, commercial, or educational institution rates shall be used where feasible. Expenses added by taking alternate routes or types of transportation and lodging should be assumed by the individual. The use of "Super Saver", round-trip, excursion, or other reduced transportation fares are strongly encouraged. Advance payment of registration fees and other travel costs to obtain discounts is also encouraged

There are three categories of official University of Kentucky business travel, defined as follows:

1. In-State Travel: Travel in the state of Kentucky.
2. Out-of-State Travel: Travel outside Kentucky but within the other forty-nine (49) states and the District of Columbia.
3. Out-of-Country Travel: Travel outside Kentucky and the other forty-nine (49) states.

The Office of the Treasurer is responsible for final review and approval of requests for reimbursement of travel expenses. In execution of this responsibility on behalf of the President, the Office of the Treasurer will bring to the attention of the Executive Vice President for Finance and Administration, for approval, any requests for unusual and/or excessive amounts.

Note: While the University no longer requires advance approval of travel, individual departments may choose to continue this requirement. If this is the case, a sample advance approval travel form may be found at <http://www.uky.edu/eForms/forms/advchanc.pdf>.

B. Eligibility

No reimbursement shall be claimed for expenses of any person other than employees in the official service of the University. Only necessary expenses of official University business travel shall be reimbursed.

C. Work Station

1. The official workstation of an employee assigned to an office shall be the street address where the office is located.

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2. The official workstation of field employees shall be established by the agency head, based solely on the best interest of the University.
3. If an employee is permanently re-assigned, or is stationed at a new place two (2) months, the new place shall become that employee's workstation.

D. Procedures

1. The University of Kentucky Travel Expense Form must be used for reporting all expenses for which reimbursement is authorized and claimed.
2. Section E provides detailed instructions for preparation of this form.
3. Expenses of only one employee may be included on a single voucher.
4. A travel voucher shall;
 - a. Be submitted for one (1) major trip or one (1) month of travel, and
 - b. Include the SAP Person ID of the claimant and the purpose of the trip.
5. All items of the voucher should appear in chronological order. Time of departure and return must be shown. Purpose of trip must be shown.
6. Travel expense vouchers must be signed by the claimant and approved by the employee's supervisor.
7. Completed vouchers should be submitted to the Accounts Payable Department immediately upon return from travel.
8. If monthly expenses total less than ten (10) dollars, a travel voucher may include expenses for six (6) months of a fiscal year.
9. Responsibility for travel expenses in excess of the stated allowances shall be borne by the employee.
10. Transportation Reimbursement

Employees in the service of the University shall use the most economical, standard transportation available and the most direct and usually traveled routes. Expenses added by use of other transportation or routes must be assumed by the individual.

Reimbursement for the actual cost of commercial transportation shall be made upon submission of receipts with the travel voucher after travel is completed.

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a. Airline Travel

1. The preferred method of arranging official University business air travel is through the University's lead travel agency, one of its preferred travel agencies, or its online reservation system.
2. The preferred method of paying for official University business air travel is with the University of Kentucky Procurement Card.
3. Only official University business air travel arranged through the University's lead travel agency, one of its preferred travel agencies, or its online reservation system may be purchased with the University of Kentucky Procurement Card.
4. The alternate method of paying for official University business air travel is with a personal credit card. Reimbursement of approved expenses shall be requested through a travel voucher after the travel is completed. The original ticket receipt showing form of payment and date and amount of the charge must accompany the travel voucher.
5. The University encourages travelers to obtain the lowest airfare. If doing so requires official University business travel to be arranged through an alternate travel agency or Web site, the following procedures shall be followed:
 - a. Purchase the airline ticket using a personal credit card.
 - b. Submit documentation of the expenses for reimbursement on a travel voucher after the travel is completed.
 - c. To substantiate that a favorable ticket rate was found with an alternate travel vendor, a valid cost comparison must be submitted with your travel voucher. In order to be considered valid, the cost comparison must come from the University's online travel reservation system, TripManager, and show a listing of airfares for the same dates of travel, the same travel destinations, the same approximate times of travel and must be printed on the same day that the ticket was purchased from the alternate travel vendor. For additional information regarding Travel Management Services or TripManager, please visit <http://www.uky.edu/Travel/>
 - d. Reimbursement of the alternate agency service fee will be limited to that of the University's lead agency.
6. Commercial airline travel shall be coach/tourist class. Additional expense for first-class travel will not be reimbursed.
7. Round-trip, excursion or other negotiated reduced-rate rail or plane fares shall be obtained if practical.
8. Please note that certain Federal grant sponsors, such as the National Science Foundation, require awardees to make use of U.S. Flag air carriers even if foreign air carriers are cheaper

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- or more convenient. Travelers using such funding sources are required to comply with this requirement.
- b. State-owned vehicles should be used for state business travel when available and feasible. Mileage reimbursement shall not be claimed if state-owned vehicles are used.
 - c. Mileage
 - 1. Mileage commuting between home and workstation shall not be paid.
 - 2. If an employee's point of origin for travel is the employee's residence, mileage shall be paid for the shorter mileage between residence and travel destination or workstation and travel destination.
 - 3. Vicinity travel and authorized travel within the claimant's workstation shall be listed on separate lines on the Travel Expense Voucher.
 - d. Privately-owned vehicles
 - 1. Mileage claims for use of privately owned vehicles shall be allowed if a state vehicle was not available or feasible.
 - 2. The current reimbursement rate for a privately owned vehicle is fifty five (55) cents per mile. This rate is based on the Internal Revenue Service allowable mileage rates and payment shall not exceed airline coach fare. No reimbursement may be paid for travel between home and workstation.
 - e. Public Transportation
 - 1. For city travel, employees are encouraged to use buses and subways. Taxi fare may be allowed when more economical transportation is not feasible.
 - 2. Buses, trains, subways and taxicabs may be used. Receipts are required for amounts over ten (10) dollars.
 - f. Auto rental in lieu of other ordinary transportation will be allowed only with acceptable justification. Insurance for collision or comprehensive damage waiver-deductible on rental vehicles is covered by the University's Actual Cash Value Comprehensive & Collision coverage plan and therefore is neither an authorized nor reimbursable travel expense. (Other insurance, including liability or casualty insurance, is a personal expense.)
 - g. Special Transportation

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1. The cost of renting cars or other special conveyances in lieu of ordinary transportation shall be allowed if written justification from the employee is submitted and approved by the agency head or their designated representative.
2. Privately-owned aircraft may be used if it is determined to be to the advantage of the University, measured both by travel costs and travel time and, prior to use, written justification was submitted to and approved by the agency head or a designated representative. Reimbursement shall not exceed commercial coach fares.
11. A maximum of twelve (12) dollars per night for parking and camping charges for camping vehicles shall be reimbursed. A receipt for parking or camping charges shall be submitted with the travel voucher.
12. Actual parking, bridge and highway toll charges shall be reimbursed. A toll receipt for authorized in-state travel by two (2) axle vehicles shall not be required.
13. Reimbursement shall be made for reasonable charges for baggage handling, delivery of baggage to or from a common carrier, lodging or storage, and overweight baggage charges, if the charges relate to official University business.
14. Registration fees required for admittance to meetings shall be reimbursed. If a registration fee entitles the registrant for meals, claims for meals shall be reduced accordingly. (See [E-5-3](#))
15. Telephone, telegraph and other electronic communications costs for necessary official business shall be reimbursed. Telephone calls to agency central offices shall be made through agency 800 or 888 numbers, when available, state government telephone credit card, or lowest available service.
16. Vaccination expenses for International Travel may be reimbursed if they are required or recommended by the Center for Disease Control (CDC). The required and recommended vaccinations for each country may be viewed at <http://wwwn.cdc.gov/travel/destinationList.aspx>
17. Other expenses may be allowed by the agency head or his designee if they are determined to be necessary expenses of official University business travel.
18. Lodging Reimbursement
 - a. Actual lodging cost, when deemed to be the most economically feasible, will be reimbursed. A pre-printed lodging receipt is required for documentation.

Reimbursement for lodging shall not exceed the cost of a single room rate. Employees sharing lodging shall be reimbursed one-half of the room charge.
 - b. Facilities providing special government rates or commercial rates shall be used if feasible.

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- c. State-owned facilities shall be used for meetings and lodging if available, practicable and economical.

Form MARS38, "Parks Interaccount Authorization". This form and instructions can be accessed online (http://finance.ky.gov/internal/mars/forms_travel.htm). "Parks Interaccount Authorization" form MARS38 should be completed to obtain lodging discount provided by any Kentucky State Park. (Parks give a discount on room rates for either group or individual lodging.) This form must be presented to the desk clerk upon registering at the park. Only one form is necessary for a group of employees going to the same state park. Designate an individual responsible for the arrangements, and list the names of group members on an attached sheet. Employee meals cannot be paid by inter-account. This form and instructions can be accessed online (http://finance.ky.gov/internal/mars/forms_travel.htm).

NOTE: Generally, the University does not pay lodging expenses for an overnight stay within forty (40) miles of the claimant's official workstation or home. However, lodging expenses within forty (40) miles will be paid on an exception basis when approved by the appropriate Provost, Executive Vice President for Finance and Administration, Vice President for Research or the Executive Vice President for Health Affairs.

19. Domestic Subsistence Reimbursement

Travel within the Domestic United States will be reimbursed based upon per diem rates established by the U.S. Department of Treasury as stated in Internal Revenue Service Publication 1542.

- a. No subsistence is paid for breakfast or lunch on In-State Travel unless the claimant's authorized work requires an overnight stay at a location more than forty (40) miles from the claimant's home and workstation. (Lodging receipts or suitable documentation is required.)
- b. Subsistence for dinner on In-State Travel does not require an overnight stay, but the claimant must be in travel status throughout the time frame established for dinner. (See the Subsistence Chart.)
- c. The following table list the federal per diem rates for certain locations within the United States and has been divided into the respective breakfast, lunch, and dinner allowances. If the destination city is not listed, the per diem rate is \$39 per day (\$9 for breakfast, \$10 for lunch, and \$20 for dinner). The subsistence rate is based on the location where the individual spends the night.

NOTE: Subsistence payment for a meal requires the claimant to be in travel status for the entirety of the time frame established for that meal.

SUBSISTENCE CHART

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(Subsistence includes meals, taxes and tips)

TIME FRAMES		
<u>BREAKFAST</u>	<u>LUNCH</u>	<u>DINNER</u>
6:30 a.m. through 9 a.m.	11 a.m. through 2 p.m.	5 p.m. through 9 p.m.

Subsistence cannot be claimed for meals included in registration fees.

An employee assigned to attend a function of an organization not under the employee's control may be reimbursed for actual meal cost instead of subsistence. Submit receipt for meal and memorandum from supervisor noting claimant's required attendance.

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State	Key City	County or Other Defined Location/Additional Comments	Daily Meal	Breakfast	Lunch	Dinner
AK	Adak	N/A	64	15	17	32
	Anchorage (Incl Nav Res)	05/01-09/15	78	18	20	40
	Anchorage (Incl Nav Res)	09/16-04/30	71	16	18	37
	Barrow	N/A	76	17	20	39
	Bethel	N/A	66	15	17	34
	Bettles	N/A	50	11	13	26
	Cold Bay	N/A	58	13	15	30
	Coldfoot	N/A	56	13	15	28
	Copper Center	05/01-09/30	67	15	18	34
	Copper Center	10/01/04/30	64	15	17	32
	Cordova	05/01-09/30	63	14	17	32
	Cordova	10/01-04/30	62	14	16	32
	Craig	05/16-09/30	64	15	17	32
	Craig	10/01-05/15	57	13	15	29
	Deadhorse	N/A	54	12	14	28
	Delta Junction	N/A	64	15	17	32
	Denali National Park	06/01-08/31	63	14	17	32
	Denali National Park	09/01-05/31	58	13	15	30
	Dillingham	04/15-10/15	61	14	16	31
	Dillingham	10/16-04/14	58	13	15	30
	Dutch Harbor-Unalaska	N/A	67	15	18	34
	Fairbanks	05/01-09/15	76	17	20	39
	Fairbanks	09/16-04/30	69	16	18	35
	Footloose	N/A	15	3	4	8
	Glennallen	05/01-09/30	67	15	18	34
	Glennallen	10/01-04/30	64	15	17	32
	Haines	04/01-09/30	60	14	16	30
	Haines	10/01-03/31	58	13	15	30
	Healy	06/01-08/31	63	14	17	32
	Healy	09/01-05/31	58	13	15	30
	Homer	05/15-09/15	67	15	18	34

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Homer	09/16-05/14	63	14	17	32
Juneau	05/01-09/30	68	16	18	34
Juneau	10/01-04/30	64	15	17	32
Kaktovik	N/A	69	16	18	35
Kavik Camp	N/A	55	13	14	28
Kenai-Soldotna	05/01-08/31	74	17	19	38
Kenai-Soldotna	09/01-04/30	70	16	18	36
Kennicott	N/A	88	20	23	45
Ketchikan	05/01-09/30	64	15	17	32
Ketchikan	10/01-04/30	60	14	16	30
King Salmon	05/01-10/01	73	17	19	37
King Salmon	10/02-04/30	65	15	17	33
Klawock	05/16-09/30	64	15	17	32
Klawock	10/01-05/15	57	13	15	29
Kodiak	05/01-09/30	73	17	19	37
Kodiak	10/01-04/30	70	16	18	36
Kotzebue	N/A	74	17	19	38
McCarthy	N/A	88	20	23	45
McGrath	N/A	55	13	15	30
Murphy Dome	05/01-09/15	76	17	20	39
Murphy Dome	09/16-04/30	69	16	18	35
Nome	N/A	77	18	20	39
Nuiqsut	N/A	42	10	11	21
Petersburg	N/A	57	13	15	29
Point Hope	N/A	56	13	15	28
Point Lay	N/A	54	12	14	28
Port Alsworth	N/A	70	16	18	36
Prudhoe Bay	N/A	54	12	14	28
Seldovia	05/15-09/15	67	15	18	34
Seldovia	09/16-05/14	63	14	16	33
Seward	05/01-09/30	68	16	18	34
Seward	10/01-04/30	62	14	16	32
Sitka-MT. Edgecumbe	05/01-09/30	64	15	17	32
Sitka-MT. Edgecumbe	10/01-04/30	62	14	16	32
Skagway	05/01-09/30	64	15	17	32
Skagway	10/01-04/30	60	14	16	30

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	Slana	N/A	44	9	13	22
	Spruce Cape	05/01-09/30	73	17	19	37
	Spruce Cape	10/01-04/30	70	16	18	36
	St. George	N/A	44	10	11	23
	Talkeetna	N/A	71	16	18	37
	Tanana	N/A	77	18	20	39
	Togiak	N/A	32	7	9	16
	Tok	05/01-09/30	55	13	14	28
	Tok	10/01-04/30	54	12	14	28
	Umiat	N/A	28	6	7	15
	Valdez	05/01-10/01	70	16	18	36
	Valdez	10/02-04/30	64	15	17	32
	Wasilla	05/01-09/30	71	16	18	37
	Wasilla	10/01-04/30	66	15	17	34
	Wrangell	05/01-09/30	64	15	17	32
	Wrangell	10/01-04/30	60	14	16	30
	Yakutat	N/A	57	13	15	29
	Other (Alaska only)	N/A	62	14	16	32
AL	Birmingham	Jefferson and Shelby	44	10	12	22
	Gulf Shores	Baldwin	39	9	10	20
	Hunstville	Madison and Limestone	44	10	12	22
	Mobile	Mobile	49	10	14	25
	Montgomery	Montgomery	39	9	10	20
AR	Hot Springs	Garland	49	10	14	25
	Little Rock	Pulaski	54	11	16	27
AZ	Flagstaff/Grand Canyon	Coconino (Except City of Sedona), Yavapai	44	10	12	22
	Kayenta	Navajo	54	11	16	27
	Phoenix/Scottsdale	Maricopa	59	12	17	30
	Sedona	City Limits of Sedona	64	13	19	32
	Sierra Vista	Cochise	39	9	10	20

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	Tucson	Pima	49	10	14	25
	Yuma	Yuma	39	9	10	20
CA	Antioch/Brentwood/Concord/Lafayette e/Martinez/Pleasant Hill/Richmond/San Ramon/Walnut Creek	Contra Costa	49	10	14	25
	Bakersfield/Delano	Kern	44	10	12	22
	Barstow/Ontario/ Victorville	San Bernardino	59	12	17	30
	Benicia/Dixon/Fairfield/Vacaville/ Vallejo	Solano	44	10	12	22
	Brawley/Calexico/El Centro/ Imperial Death Valley	Imperial Inyo	39 49	9 10	10 14	20 25
	Eureka, Arcata, McKinleyville	Humboldt	54	11	16	27
	Fresno	Fresno	54	11	16	27
	Los Angeles	LA, Orange, Ventura, Edwards AFB	64	13	19	32
	Mammoth Lakes	Mono	54	11	16	27
	Mill Valley/San Rafael/Novato/Corte Madera/Sausalito/Tiburon/ Larkspur	Marin	54	11	16	27
	Modesto	Stanislaus	49	10	14	25
	Monterey	Monterey	64	13	19	32
	Napa	Napa	64	13	19	32
	Oakhurst	Madera	39	9	10	20
	Oakland	Alameda	59	12	17	30
	Palm Springs	Riverside	59	12	17	30
	Point Arena/ Gualala	Mendocino	54	11	16	27
	Redding	Shasta	44	10	12	22
	Sacramento	Sacramento	59	12	17	30
	San Diego	San Diego	64	13	19	32
	San Francisco	San Francisco	64	13	19	32
	San Luis Obispo	San Luis Obispo	54	11	16	27
	San Mateo/Foster City/Belmont	San Mateo	54	11	16	27
	Santa Barbara	Santa Barbara	59	12	17	30
	Santa Cruz	Santa Cruz	54	11	16	27
	Santa Monica	City Limits of Santa Monica	64	13	19	32
	Santa Rosa	Sonoma	64	13	19	32
	South Lake Tahoe	El Dorado	54	11	16	27

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	Stockton	San Joaquin	44	10	12	22
	Sunnyvale/Palo Alto/ San Jose	Santa Clara	59	12	17	30
	Tahoe City	Placer	59	12	17	30
	Truckee	Nevada	59	12	17	30
	Visalia/Lemoore	Tulare and Kings	49	10	14	25
	West Sacramento	Yolo	44	10	12	22
	Yosemite National Park	Mariposa	64	13	19	32
CO	Aspen	Pitkin	64	13	19	32
	Boulder/ Broomfield	Boulder/ Broomfield	54	11	16	27
	Colorado Springs	El Paso	44	10	12	22
	Cortez	Montezuma	39	9	10	20
	Crested Butte/Gunnison	Gunnison	49	10	14	25
	Denver/Aurora	Denver, Adams, Arapahoe, and Jefferson	49	10	14	25
	Douglas County	Douglas	54	11	16	27
	Durango	La Plata	49	10	14	25
	Fort Collins/Loveland	Larimer	44	10	12	22
	Glenwood Springs/Grand Junction	Garfield/Mesa	49	10	14	25
	Montrose	Montrose	39	9	10	20
	Silverthorne/Breckenridge	Summit	54	11	16	27
	Steamboat Springs	Routt	54	11	16	27
	Telluride	San Miguel	59	12	17	30
	Vail	Eagle	64	13	19	32
CT	Bridgeport/Danbury	Fairfield	64	13	19	32
	Cromwell/Old Saybrook	Middlesex	44	10	12	22
	Hartford	Hartford	49	10	14	25
	Lakeville/Salisbury	Litchfield	64	13	19	32
	New Haven	New Haven	64	13	19	32
	New London/Groton	New London	64	13	19	32
	Putnam/Danielson	Windham	59	12	17	30
	Storrs/Mansfield	Tolland	59	12	17	30
DC	District of Columbia	Washington DC, (also cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington and Fairfax, in	64	13	19	32

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Virginia; and the
counties of
Montgomery and
Prince George's in
Maryland

DE	Dover	Kent	44	10	12	22
	Lewes	Sussex	39	9	10	20
	Wilmington	New Castle	39	9	10	20
FL	Altamonte Springs	Seminole	39	9	10	20
	Bradenton	Manatee	39	9	10	20
	Cocoa Beach	Brevard	44	10	12	22
	Daytona Beach	Volusia	39	9	10	20
	Fort Lauderdale	Broward	54	11	16	27
	Fort Myers	Lee	49	10	14	25
	Fort Pierce	St. Lucie	49	10	14	25
	Fort Walton Beach/De Funiak Springs	Okaloosa	44	10	12	22
	Gainesville	Alachua	44	10	12	22
	Gulf Breeze	Santa Rosa	39	9	10	20
	Jacksonville/Jacksonville Beach/Mayport Naval Station/Ferandina Beach/Atlantic Beach	Duval, City of Jacksonville and Nassau	49	10	14	25
	Key West	Monroe	64	13	19	32
	Kissimmee	Osceola	39	9	10	20
	Lakeland	Polk	39	9	10	20
	Leesburg	Lake	44	10	12	22
	Miami	Miami-Dade	59	12	17	30
	Naples	Collier	64	13	19	32
	Ocala	Marion	44	10	12	22
	Orlando	Orange	49	10	14	25
	Palm Beach	Palm Beach (also The cities of Boca Raton, Delray Beach, Jupiter, Palm Beach Gardens, Palm Beach, Palm Beach Shores, Singer	64	13	19	32

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		Island, and West Palm Beach)				
	Panama City	Bay	49	10	14	25
	Pensacola/Pensacola Beach	Escambia	49	10	14	25
	Punta Gorda	Charlotte	44	10	12	22
	Sarasota	Sarasota	49	10	14	25
	Sebring	Highlands	39	9	10	20
	St. Augustine	St. Johns	54	11	16	27
	Stuart	Martin	49	10	14	25
	Tallahassee	Leon	44	10	12	22
	Tampa/St. Petersburg	Pinellas, Hillsborough	54	11	16	27
	Vero Beach	Indian River	49	10	14	25
GA	Athens	Clarke	39	9	10	20
	Atlanta	Fulton, Dekalb and Cobb	49	10	14	25
	Augusta	Richmond	39	9	10	20
	Columbus	Muscogee	39	9	10	20
	Conyers	Rockdale	39	9	10	20
	Duluth/Norcross/Lawrenceville/ Braselton	Gwinnett	44	10	12	22
	Jekyll Island/Brunswick	Glynn	49	10	14	25
	Peachtree City/Jonesboro/ Morrow/ Newnan	Fayette/Coweta/Clayt on	44	10	12	22
	Savannah	Chatham	49	10	14	25
HI	Isle of Hawaii: Hilo	N/A	83	19	22	42
	Isle of Hawaii: Other	N/A	83	19	22	42
	Isle of Kauai	N/A	87	20	23	44
	Isle of Maui	N/A	81	19	21	41
	Isle of Oahu	N/A	85	20	22	43
	Lanai	N/A	99	23	26	50
	Lualualei Naval Magazine	N/A	85	20	22	43
	Molokai	N/A	75	17	20	38
	Other (Hawaii only)	N/A	83	19	22	42
IA	Cedar Rapids	Linn	39	9	10	20
	Deb Moines	Polk	44	10	12	22
ID	Boise	Ada	49	10	14	25

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	Bonner's Ferry, Sandpoint	Boundary, Bonner (01/01/09 – 03/31/09)	39	9	10	20
	Bonner's Ferry, Sandpoint	Boundary, Bonner (04/01/09 – 09/30/09)	59	12	17	30
	Coeur d'Alene	Kootenai	59	12	17	30
	Driggs, Idaho Falls	Teton, Bonneville, Fremont (01/01/09 – 03/31/09)	39	9	10	20
	Driggs, Idaho Falls	Teton, Bonneville, Fremont (04/01/09 – 09/30/09)	44	10	12	22
	Ketchum/Sun Valley	Blaine	59	12	17	30
	Twin Falls	Twin Falls	39	9	10	20
IL	Aurora/Elgin	City of Elgin, Kane	44	10	12	22
	Bolingbrook/Romeoville/Lemont/ Lockport/Homer Glen/Mokena/ New Lenox	Will	44	10	12	22
	Chicago	Cook, Lake	64	13	19	32
	Oakbrook Terrace	Dupage	49	10	14	25
	O'Fallon, Fairview Heights, Collinsville	Bond, Calhoun, Clinton, Jersey, Macoupin, Madison, Monroe, St Clair	59	12	17	30
	Springfield	Sangamon	49	10	14	25
IN	Bloomington	Monroe	44	10	12	22
	Brownsburg/Plainfield	Hendricks	44	10	12	22
	Fort Wayne	Allen	39	9	10	20
	Hammond/Merrillville/Munster	Lake	44	10	12	22
	Indianapolis/Carmel	Marion, Hamilton, Fort Benjamin Harrison military base	44	10	12	22
	Lafayette	Tippecanoe	39	9	10	20
	Michigan City	La Porte	39	9	10	20
	South Bend	St. Joseph	44	10	12	22
	Valparaiso/Burlington Beach	Porter	49	10	14	25
KS	Kansas City/Overland Park	Wyandotte, Johnson	44	10	12	22

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E. OFFICE OF THE TREASURER*E-5-1***Reimbursement of Travel Expenses**

	Wichita	Sedgwick	49	10	14	25
KY	Boone County	Boone	44	10	12	22
	Kenton County	Kenton	44	10	12	22
	Lexington	Fayette	49	10	14	25
	Louisville	Jefferson	49	10	14	25
LA	Baton Rouge	East Baton Rouge Parish	44	10	12	22
	Covington/Slidell	St Tammany Parish	49	10	14	25
	Lafayette	Lafayette	49	10	14	25
		Consolidated Government				
	Lake Charles	Calcasieu Parish	39	9	10	20
	New Orleans	Orleans, St. Bernard, Plaquemine, and Jefferson Parishes	59	12	17	30
MA	Andover	Essex	59	12	17	30
	Boston/Cambridge	Suffolk, City of Cambridge	64	13	19	32
	Burlington/Woburn	Middlesex	59	12	17	30
	Falmouth	City Limits of Falmouth	49	10	14	25
	Hyannis	Barnstable	59	12	17	30
	Martha's Vineyard	Dukes	64	13	19	32
	Nantucket	Nantucket	64	13	19	32
	Northampton	Hampshire	39	9	10	20
	Pittsfield	Berkshire	59	12	17	30
	Plymouth/Taunton/New Bedford	Plymouth/Bristol	54	11	16	27
	Quincy	Norfolk	44	10	12	22
	Springfield	Hampden	44	10	12	22
	Worcester	Worcester	49	10	14	25
MD	Aberdeen/Bel Air/Belcamp/Edgewood	Harford	44	10	12	22
	Annapolis	Anne Arundel	64	13	19	32
	Baltimore	Baltimore City	59	12	17	30
	Baltimore County	Baltimore	54	11	16	27
	Cambridge/St Michaels	Dorchester and Talbot	54	11	16	27
	Columbia	Howard	49	10	14	25
	Frederick	Frederick	39	9	10	20

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	Hagerstown	Washington	39	9	10	20
	La Plata/Indian Head	Charles	39	9	10	20
	Washington DC Metro Area	Montgomery and Prince George's	64	13	19	32
	Lexington Park/Leonardtown/Lusby	St. Mary's, Calvert	39	9	10	20
	Ocean City	Worcester	64	13	19	32
ME	Bar Harbor	Hancock	49	10	14	25
	Kennebunk/Kittery/Sanford	York	54	11	16	27
	Portland	Cumberland/Sagadahoc	44	10	12	22
	Rockport	Knox	49	10	14	25
MI	Ann Arbor	Washtenaw	44	10	12	22
	Benton Harbor/St. Joseph/Stevensville	Berrien	49	10	14	25
	Charlevoix	Charlevoix	49	10	14	25
	Detroit	Wayne	49	10	14	25
	East Lansing/Lansing	Ingham and Eaton	39	9	10	20
	Flint	Genessee	39	9	10	20
	Grand Rapids	Kent	39	9	10	20
	Holland	Ottawa	44	10	12	22
	Kalamazoo/Battle Creek	Kalamazoo/Calhoun	44	10	12	22
	Mackinac Island	Mackinac	49	10	14	25
	Midland	Midland	39	9	10	20
	Mt. Pleasant	Isabella	44	10	12	22
	Muskegon	Muskegon	39	9	10	20
	Ontonagon/Baraga/Houghton	Ontonagon/Baraga/Houghton	39	9	10	20
	Petoskey	Emmet	54	11	16	27
	Pontiac/Auburn Hills	Oakland	44	10	12	22
	South Haven	Van Buren	39	9	10	20
	Traverse City and Leland	Grand Traverse and Leelanau	44	10	12	22
	Warren	Macomb	39	9	10	20
MN	Duluth	St Louis	49	10	14	25
	Eagan/Burnsville/Inver Grove Heights/Lakeville/Mendota Heights	Dakota	49	10	14	25
	Minneapolis, St Paul	Hennepin, Ramsey	64	13	19	32

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	Rochester	Olmsted	44	10	12	22
MO	Columbia	Boone	39	9	10	20
	Kansas City	Jackson, Clay, Cass, and Platte	49	10	14	25
	Springfield	Greene	39	9	10	20
	St Louis	St Louis, St Charles, Crawford, Franklin, Jefferson, Lincoln, Warren, Washington; St Louis City	59	12	17	30
MS	Grenada	Grenada	44	10	12	22
	Gulfport/Biloxi	Harrison	44	10	12	22
	Hattiesburg	Forrest and Lamar	49	10	14	25
	Robinsonville	Tunica	44	10	12	22
	Southaven	Desoto	44	10	12	22
	Starkville	Oktibbeha	44	10	12	22
MT	Big Sky/West Yellowstone	Gallatin	49	10	14	25
	Butte	Silver Bow	44	10	12	22
	Helena	Lewis and Clark	44	10	12	22
	Missoula	Missoula	44	10	12	22
	Polson/Kalispell	Lake, Flathead	44	10	12	22
NC	Asheville	Buncombe	49	10	14	25
	Atlantic Beach/Morehead City	Carteret	49	10	14	25
	Chapel Hill	Orange	49	10	14	25
	Charlotte	Mecklenburg	49	10	14	25
	Durham	Durham	49	10	14	25
	Fayetteville	Cumberland	49	10	14	25
	Greensboro	Guilford	44	10	12	22
	Greenville	Pitt	39	9	10	20
	Kill Devil	Dare	54	11	16	27
	Moorehead City	Carteret	49	10	14	25
	New Bern/Havelock	Craven	44	10	12	22
	Raleigh	Wake	54	11	16	27
	Wilmington	New Hanover	49	10	14	25
	Winston-Salem	Forsyth	44	10	12	22

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ND	All per diem localities		39	9	10	20
NE	Omaha	Douglas	49	10	14	25
NH	Concord	Merrimack	44	10	12	22
	Conway	Carroll	49	10	14	25
	Durham	Strafford	44	10	12	22
	Laconia	Belknap	39	9	10	20
	Lebanon/Lincoln/West Lebanon/ Franconia/ Hanover/Holderness/Sunapee/Waterv ille Valley/North Woodstock/Plymouth	Grafton and Sullivan	49	10	14	25
	Manchester	Hillsborough	44	10	12	22
	Portsmouth	Rockingham	44	10	12	22
NJ	Atlantic City/Ocean City/ Cape May	Atlantic and Cape May	54	11	16	27
	Belle Mead	Somerset	44	10	12	22
	Cherry Hill/Moorestown	Camden, Burlington	44	10	12	22
	Eatontown/Freehold	Monmouth	49	10	14	25
	Edison/Piscataway	Middlesex	44	10	12	22
	Flemington	Hunterdon	39	9	10	20
	Newark	Bergen, Essex, Hudson, and Passaic	49	10	14	25
	Parsippany	Morris	49	10	14	25
	Princeton/Trenton	Mercer	44	10	12	22
	Springfield/Cranford/Clark/Linden/ New Providence/ Summit/ Westfield	Union	49	10	14	25
	Toms River	Ocean	39	9	10	20
NM	Albuquerque	Bernalillo	49	10	14	25
	Los Alamos	Los Alamos	49	10	14	25
	Sante Fe	Santa Fe	59	12	17	30
	Taos	Taos	59	12	17	30
NV	Incline Village/Reno/Sparks/Crystal Bay	Washoe	49	10	14	25
	Las Vegas	Clark	64	13	19	32
	Stateline, Carson City	Douglas, Carson City	64	13	19	32
NY	Albany	Albany	49	10	14	25
	Binghamton/Owego	Broome and Tioga	39	9	10	20

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E. OFFICE OF THE TREASURER

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Reimbursement of Travel Expenses

Buffalo	Erie	54	11	16	27	
Garden City/Glen Cove/Great Neck//Roslyn/Floral Park	Nassau	64	13	19	32	
Glens Falls	Warren	49	10	14	25	
Ithaca/Waterloo/Romulus	Tompkins and Seneca	44	10	12	22	
Kingston	Ulster	49	10	14	25	
Lake Placid	Essex	54	11	16	27	
Manhattan (includes the boroughs of Manhattan, Brooklyn, The Bronx, Queens and Staten Island)	Bronx, Kings, New York, Queens, Richmond	64	13	19	32	
Niagara Falls	Niagara	44	10	12	22	
Nyack/Palisades	Rockland	49	10	14	25	
Poughkeepsie	Dutchess	54	11	16	27	
Amagansett/Centereach/Commack/East Hampton/Hauppauge/Huntington Station/Islandia/Medford/Melville/Montauk/Riverhead/Ronkonkoma/Smithtown/Southampton/Stony Brook	Suffolk	64	13	19	32	
Rochester	Monroe	44	10	12	22	
Saratoga Springs/Schenectady	Saratoga and Schenectady	44	10	12	22	
Syracuse	Onondaga	44	10	12	22	
New Rochelle/Tarrytown/White Plains/Yonkers	Westchester	59	12	17	30	
Troy	Rensselaer	39	9	10	20	
West Point	Orange	44	10	12	22	
OH	Akron	Summit	49	10	14	25
	Canton	Stark	44	10	12	22
	Cincinnati	Hamilton, Clermont	54	11	16	27
	Cleveland	Cuyahoga	54	11	16	27
	Columbus	Franklin	49	10	14	25
	Dayton/Fairborn	Montgomery, Greene, and Darke	44	10	12	22
	Hamilton	Butler and Warren	49	10	14	25
	Mentor	Lake	44	10	12	22

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	Rittman	Wayne/Medina	39	9	10	20
	Sandusky/Bellevue	Erie and Huron	39	9	10	20
	Toledo	Lucas	44	10	12	22
	Youngstown	Mahoning/Trumbull	39	9	10	20
OK	Oklahoma City	Oklahoma	49	10	14	25
	Tulsa	Tulsa, Osage, Rogers, and Creek Counties	44	10	12	22
OR	Ashland/Crater Lake	Jackson/Klamath	44	10	12	22
	Beaverton	Washington	44	10	12	22
	Bend	Deschutes	44	10	12	22
	Clackamas	Clackamas	39	9	10	20
	Eugene/Florence	Lane	44	10	12	22
	Lincoln City	Lincoln	49	10	14	25
	Portland	Multnomah	49	10	14	25
	Seaside	Clatsop	54	11	16	27
PA	Allentown/Easton/Bethlehem	Lehigh and Northampton	44	10	12	22
	Bucks County	Bucks	59	12	17	30
	Chester/Radnor/Essington	Delaware	44	10	12	22
	Erie	Erie	39	9	10	20
	Gettysburg	Adams	54	11	16	27
	Harrisburg	Dauphin (except City of Hershey)	44	10	12	22
	Hershey	City of Hershey	44	10	12	22
	Lancaster	Lancaster	49	10	14	25
	Malvern/Frazer/Berwyn/Phoenixville	Chester	49	10	14	25
	Mechanicsburg	Cumberland	54	11	16	27
	Montgomery County	Montgomery	59	12	17	30
	Philadelphia	Philadelphia	64	13	19	32
	Pittsburgh	Allegheny	54	11	16	27
	Reading	Berks	44	10	12	22
	Scranton	Lackawanna	39	9	10	20
	State College	Centre	44	10	12	22
RI	East Greenwich/Warwick/ Kingstown	Kent and Washington	49	10	14	25
	Jamestown/Middletown/Newport	Newport	64	13	19	32

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	Providence	Providence	54	11	16	27
SC	Aiken	Aiken	39	9	10	20
	Charleston	Charleston, Berkeley and Dorchester	54	11	16	27
	Columbia	Richland	44	10	12	22
	Greenville	Greenville	49	10	14	25
	Hilton Head	Beaufort	54	11	16	27
	Myrtle Beach	Horry	54	11	16	27
SD	Hot Springs	Fall River and Custer	39	9	10	20
	Rapid City	Pennington	44	10	12	22
	Sturgis/Spearfish	Meade, Butte and Lawrence	44	10	12	22
TN	Brentwood/Franklin	Williamson	49	10	14	25
	Chattanooga	Hamilton	44	10	12	22
	Knoxville	Knox	49	10	14	25
	Memphis	Shelby	49	10	14	25
	Nashville	Davidson	54	11	16	27
	Oak Ridge	Anderson	39	9	10	20
TX	Arlington/Fort Worth/ Grapevine	Tarrant County and City Limits of Grapevine	44	10	12	22
	Austin	Travis	54	11	16	27
	Beaumont	Jefferson	49	10	14	25
	College Station	Brazos	39	9	10	20
	Corpus Christi	Nueces	44	10	12	22
	Dallas	Dallas County and City of Dallas	59	12	17	30
	El Paso	El Paso	44	10	12	22
	Fort Davis	Jeff Davis	39	9	10	20
	Galveston	Galveston	49	10	14	25
	Houston (L.B. Johnson Space Center)	Montgomery, Fort Bend, and Harris	59	12	17	30
	Hunt County	Hunt	39	9	10	20
	Laredo	Webb	44	10	12	22
	McAllen	Hidalgo	44	10	12	22

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	Plano	Collin	49	10	14	25
	Round Rock	Williamson	44	10	12	22
	San Antonio	Bexar	54	11	16	27
	South Padre Island	Cameron	44	10	12	22
	Waco	McLennan	39	9	10	20
UT	Park City	Summit	64	13	19	32
	Provo	Utah	49	10	14	25
	Salt Lake City	Salt Lake and Tooele	54	11	16	27
VA	Abingdon	Washington	49	10	14	25
	Blacksburg	Montgomery	54	11	16	27
	Charlottesville	City of Charlottesville, Albemarle, Greene	44	10	12	22
	Chesapeake/Suffolk	Cities of Chesapeake and Suffolk	44	10	12	22
	Chesterfield/Henrico Counties	Chesterfield/Henrico	49	10	14	25
	Fredericksburg	City of Fredericksburg, Spotsylvania	54	11	16	27
	Hampton City/Newport News	Cities of Hampton City and Newport News	44	10	12	22
	James City and York Counties, Williamsburg	James City and York Counties, City of Williamsburg	54	11	16	27
	Loudon County	Loudon	59	12	17	30
	Lynchburg	Campbell/Lynchburg City	44	10	12	22
	Manassas	City of Manassas	39	9	10	20
	Norfolk/Portsmouth	Cities of Norfolk and Portsmouth	59	12	17	30
	Richmond City	City of Richmond	54	11	16	27
	Roanoke	City limits of Roanoke	44	10	12	22
	Stafford/Prince William Counties	Stafford/Prince William	44	10	12	22
	Virginia Beach	City of Virginia Beach	54	11	16	27
	Wallops Island	Accomack	49	10	14	25
	Warrenton	Fauquier	44	10	12	22

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	Washington DC Metro Area	Cities of Alexandria, Fairfax and Falls Church; Arlington and Fairfax	64	13	19	32
VT	Burlington/St. Albans	Chittenden, Franklin	49	10	14	25
	Manchester	Bennington	59	12	17	30
	Montpelier	Washington	54	11	16	27
	Stowe	Lamoille	64	13	19	32
	White River Junction	Windsor	54	11	16	27
WA	Anacortes/Burlington/Camano Island/Coupeville/La Conner/Friday Harbor/Mount Vernon/Oak Harbor	San Juan, Skagit and Island	59	12	17	30
	Bremerton	Kitsap	59	12	17	30
	Everett/Lynnwood	Snohomish	54	11	16	27
	Ocean Shores	Grays Harbor	44	10	12	22
	Olympia/Tumwater	Thurston	49	10	14	25
	Port Angeles/Port Townsend	Clallam and Jefferson	59	12	17	30
	Seattle	King	64	13	19	32
	Spokane	Spokane	49	10	14	25
	Tacoma	Pierce	59	12	17	30
	Vancouver	Clark, Cowlitz and Skamania	49	10	14	25
WI	Appleton	Outagamie	44	10	12	22
	Brookfield/Racine	Waukesha/Racine	44	10	12	22
	Green Bay	Brown	44	10	12	22
	Lake Geneva	Walworth	54	11	16	27
	Madison	Dane	54	11	16	27
	Milwaukee	Milwaukee	44	10	12	22
	Sheboygan	Sheboygan	44	10	12	22
	Sturgeon Bay	Door	49	10	14	25
	Wisconsin Dells	Columbia	64	13	19	32
WV	Charleston	Kanawha	44	10	12	22
	Morgantown	Monongalia	44	10	12	22
	Shepherdstown	Jefferson	44	10	12	22
	Wheeling	Ohio	44	10	12	22
WY	Cody	Park	44	10	12	22
	Evanston/Rock Springs	Sweetwater/Uinta	44	10	12	22

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Reimbursement of Travel Expenses

	Gillette	Campbell	49	10	14	25
	Jackson	Teton	54	11	16	27
	Pinedale	Sublette	54	11	16	27
	Sheridan	Sheridan	49	10	14	25
OTHER	Other	N/A	39	9	10	20

Reimbursement of Travel Expenses

20. International Per Diem Reimbursement

International travel will be reimbursed up to per diem rates established by the U.S. Department of State, Washington, D.C.

NOTE: Per diem rates can be viewed at http://aoprals.state.gov/web920/per_diem.asp

The per diem rate applicable is the country where an individual is lodged at the end of 24 hours - 12 midnight, at the given location. Lodging will be reimbursed based upon original itemized receipts up to the per diem allowance pertaining to the traveler's location. If the employee is in transit at 12 midnight, the meal per diem rate for the following day is based upon the employee's destination. The per diem includes meals, lodging, tips, and laundry.

For all other allowable expenses not included in the per diem rate, receipts are required for items over ten (10) U.S. dollars. An exception is made for taxi fares for which receipts are required only for amounts over fifteen (15) U.S. dollars.

Travel reimbursement under this policy does not include persons who establish temporary residency or are stationed in a foreign country for an extended period of time. Generally, temporary residency status can be established from the grant or contract, which should describe how housing is to be provided in the foreign country or cost of living allowances. The per diem allowances under this travel policy will apply to the time of arrival and the departure from the temporary residency location.

This policy applies to travel after leaving the United States. Out-of-state travel regulations will apply to travel in the United States when going to or coming from a foreign country.

Reimbursement of Travel Expenses

E. Completion of the Travel Voucher Form

Please type or print legibly in ink.

NOTE: Receipts should be attached to this form and provide the following information for each expense: Amount, date, location and type.

<u>NAME</u>	<u>INSTRUCTION</u>
A – Document Number	Enter document number
Date	Enter the date of the document preparation
Special Instruction	Use this field to provide any special information to the Accounts Payable staff.
Employee Name	Enter the name of employee
Employee ID	Enter the Person ID of the employee
Address:	Enter the address where the reimbursement should be mailed
City/State	Enter the City and State of the reimbursement address
Zip Code/Speed Sort	Enter the Zip Code and Speed Sort (where applicable) of the reimbursement address
Vendor Number	Leave Blank. For Accounts Payable Use Only
Department Name	Enter the Department Name of the employee
Dept. Contact Person	Enter the name of the contact person for this document.
Contact Email Address	Enter the email address of the Contact Person
Contact Ph. No.	Enter the Contact Phone Number
Last Date of Trip	Leave Blank
Reference Number	Leave Blank
Approved Payment Amount	Leave Blank
Description	Leave Blank

Completion of the Travel Voucher Form Page 1 (Continued)

Reimbursement of Travel Expenses

<u>NAME</u>	<u>INSTRUCTION</u>
Pay Only Amount	Enter the Pay Only Amount if amount of reimbursement is limited,
Accounting Amount Total	Form calculates this amount. Will total the individual amounts associated with the accounting information to ensure the accounting amounts equal either the Grand Total or the Pay Only Amount.
SAP Document Number	Leave Blank
G/L Account	Enter the G/L Account
Amount	Amount to charge the G/L Account and cost object
Assignment No.	Enter assignment number
Cost Center Internal Order WBS Element Fund	Enter the cost object in the appropriate column
Earmarked Funds and Item	If you have earmarked funds for this expense, enter the earmarked fund and item number.
Expenses Paid by Procurement Card	Please include the Procurement Card Number (Last seven digits only) and Amount of the Procurement Card Expense in the appropriate column and line
Employee's Signature/Date	Traveler's signature and date signed
Supervisor's Signature	Signature of approving official. (Department Head or higher as required.)
Approval Signature	Provost, Executive Vice President for Finance and Administration, Vice President for Research or the Executive Vice President for Health Affairs signature as required by the exception policy.
Controller/Date Completion of the Travel Voucher Form Page 2	Leave blank
Employee Name <u>NAME</u>	Enter the name of employee
A – Document Number	<u>INSTRUCTION</u> Enter document number

Reimbursement of Travel Expenses

MO	Month of Travel
DAY	Day of Travel
Time of Departure	Enter the hour of departure
Time of Return	Enter on the final day the hour of return to work station
Location	Enter the city/ state/country of origin and destination
Private Auto Mileage	Enter the actual miles driven on the appropriate day
Tolls and/or Parking	Enter the amount paid for tolls and/or parking on the appropriate dates
Lodging	Enter the cost of lodging if applicable on day referenced
Subsistence	Enter appropriate meal amounts if applicable
Totals	Form calculates this amount
Purpose	Give a brief description of trip
Mileage	Enter the total amount of all miles driven in employee's private vehicle. Total includes mileage from all pages
Mileage Amount	Enter total mileage expenditure (Miles x 55 cents or less per Mile=Total)
Other Expenses	Form calculates this amount
Totals from All Continuation Pages	Form calculates this number as long as you use the continuation pages within the initial travel voucher expense form. If you will need additional continuation pages for the travel voucher, you will need to override the amount in this field with the total for all continuation pages.
Grand Total	Form calculates this number. If additional continuation pages were needed, you will need to override this number by marking through it and writing in the amount.
Additional Information	Use this area to provide any information you deem will help Accounts Payable auditing the travel voucher.

Completion of the Travel Voucher Form: Other Expenses

Reimbursement of Travel Expenses

<u>NAME</u>	<u>INSTRUCTION</u>
Month and Day	Enter the month and day the expenditure occurred
Item of Expense	Identify the type of expenditure
Explanation	Give brief description of expense if necessary
Amount	Enter the amount of expense for each item
Total	Form calculates this amount

NOTE: If leave interrupts official travel, the dates of the leave shall be stated on the travel voucher.

Reimbursement of Travel Expenses

Completion of Travel Voucher Form: Continuation Page

<u>NAME</u>	<u>INSTRUCTION</u>
Employee Name	Enter the name of employee
Month and Day	Enter the month and the day on which the travel occurred
Time of Departure and Return	Enter the hour of departure and the hour of return on final day
Location	Enter the city/state/country of destination
Private Auto Mileage	Enter the miles driven on this date in the employee's privately owned vehicle
Tolls and/or Parking	Enter the tolls and/or parking paid on this date
Lodging	Enter the lodging amount
Subsistence	Enter the total amount per meal allowable on this date
Total	Form calculates this amount
Purpose	Give a brief description of this trip
Total Lodging	Form calculates this amount
Total Mileage	Enter the sum of all total miles driven in the employee's private vehicle listed on this page. (Add this amount and include the total on the first page of this travel voucher)
Total Tolls and/or Parking	Form calculates this amount
Total Subsistence	Form calculates this amount
Totals	Form calculates this amount and is added to the total on page one in the Total From All Continuation Pages field