

**INSTRUCTIONS FOR COMPLETING  
THE UNIVERSITY OF KENTUCKY TRAVEL VOUCHER**

**(Revised September 2006)**

The Travel Expense Voucher is used by faculty and staff to request reimburse for travel expenses incurred for official travel on behalf of the University. For details on the University Travel see BPM Section E-5.

**INSTRUCTIONS**

*For timely and efficient processing each TRAVEL EXPENSE VOUCHER must be completed in its entirety and properly approved as defined below. Documents that are incomplete, lack proper description or are not properly documented will be returned to the originating department.*

<b>Field Name</b>	<b>Instructions</b>
A _____ Form No.	The first character must be the letter <b><u>A</u></b> . The next five characters must be the <b><u>Department Number</u></b> . The remaining five (5) characters are free form for use by the department. (Note: It is recommended that each department employ a systematic approach that uses the free form characters in a manner that facilitates identifying the documents on their ledgers.)
Date	Enter the date the document is prepared.
Special Instruction	This field may be used to give Accounts Payable instructions for special handling. (i.e. Enclosure, Hold for pick-up, Return check to the department, Rush, etc.)
Employee Name	Enter the name of employee.
Person ID	Enter the employee ID of the employee.
Address	Enter the Street Address or PO Box No. where the check 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).
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.
Pay Only Amount	Enter the amount to be paid if it is to be less than the total of all expenses.
SAP Document No.	Leave Blank.
G/L Account	Type the appropriate G/L account.(If unsure, access the IRIS web site, click on Financials, then G/L, and then the appropriate type of G/L group. Select the appropriate G/L Account.
Amount	Type the dollar amount to be charged to the G/L Account.
Assignment No.	User Code (departmentally defined)
Accounting Information	Complete the appropriate field for the Cost Object to be charged: Cost Center Internal Order WBS Element Fund Fund Reservation Item (Fund Reservation line item)

Expenses Paid by Procurement Card	Enter the last seven digits of the Procurement Card used to pay the expenses and the amount for the following:
Registration Fee	
Airfare	
Lodging	
Car Rental	
Other	
Authentication Stamp	For use as defined by the user department.
Employee's Signature	Live signature of the Employee
Supervisor's Signature	Live signature of the Employee's Supervisor
Provost/EVP Signature	Live signature of the Provost of Executive Vice President when required.

**Travel Expense Voucher (Page 2)**

<b>Field Name</b>	<b>Instructions</b>
Employee Name	Enter the name of employee.
A – Document Number	Enter document number.
MO.	Month the travel took place.
DAY	Day the travel took place.
Time of Departure	Enter the time hour of departure from workstation or home.
Time of Return	Enter on the final day the hour of return to work station or home.
Location (From) (To)	Enter the city/ state/country of origin of travel. Enter the city/state/country of 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 this date.

Subsistence	Enter appropriate meal amounts if applicable on this date. B – Breakfast   L – Lunch   D – Dinner
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.
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 must 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 must override this number by marking through it and writing in the amount.
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Additional Information	Use this area to provide any information you deem will help Accounts Payable in auditing the travel voucher.

**Travel Expense Voucher (Page 3, Other Expenses)**

<b>Field Name</b>	<b>Instructions</b>
Employee Name	Enter the name of the employee.
Month and Day	Enter the month and day this 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.