

TRAVEL EXPENSE VOUCHER

**** (Please print on bright yellow paper) ****

Vendor #:

Purchase Order #:

NAME: _____ **CAMPUS:** _____

EMPLOYEE'S MAILING ADDRESS (where to mail check): _____

DATES COVERED BY THIS TRIP: Departure Date(s): _____ (departure time: _____ / time of event: _____)
Return Date(s): _____ (return time: _____ / end time of event: _____)

DESCRIPTION & LOCATION OF TRIP: _____
or ESC Workshop # (_____)

DEPARTMENT(S) RESPONSIBLE FOR PAYMENT: _____

BUDGET CODE(S): REGISTRATION CODE #: _____ **FINAL AMOUNT TO BE PAID:** _____
TRAVEL EXPENSE CODE #: _____ **FINAL AMOUNT TO BE PAID:** _____
CODE #: _____ **FINAL AMOUNT TO BE PAID:** _____

PLEASE **DO NOT WRITE NOTES AROUND EXPENSE BOXES (make notes on back)**

| TRAVEL EXPENSES <i>*(Receipts are required <u>except</u> for Overnight meals <u>not</u> being paid with Federal Budget Funds)**</i> | FINAL REIMBURSEMENT TO EMPLOYEE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| REGISTRATION: <i>*(Write your campus 'P.O.# or if it was Pd by VISA here: _____)</i> | |
| PERSONAL CAR: Roundtrip miles _____ x _____ (Tx Mileage Rate) <i>*(Must attach one copy of Map showing mileage)</i> | (miles _____ x _____ ¢ =) |
| LODGING: Please use Tx Travel Guide at: http://www.gsa.gov/portal/category/100120 for current Lodging rates. (IF city is NOT listed THEN Max. \$85.00 per night for in-State lodging plus taxes (EXCEPT for State Tax) so make sure you take a "Tax Exempted Form" because you can NOT be reimbursed for State Tax!!) | |
| OVERNIGHT MEALS ONLY: (# MEALS _____ X \$12.00 max.=) <i>*(No receipts required unless being reimbursed out of Federal Budget Funds. All Federal Budgets require receipts for meal reimbursement – max 3 meals per day)</i> | (# _____ of meals x \$12.00 =) |
| PARKING: | |
| CAR RENTAL OR TAXI: | |
| AIRFARE: <i>*(Must have Business Manager's Approval 1st)</i> | |
| OTHER EXPENSES: | |
| TOTAL: <i>*(PLEASE make sure that this total matches the budget code totals above.)</i> | |

(* Reminder: Stipends can **NOT** be paid from a "Travel Expense Voucher." They must be paid on a Supp. Pay/Stipend Form or an approved written request for stipend.)

** (ALL OUT-OF-STATE TRAVEL MUST HAVE CENTRAL OFFICE PRIOR APPROVAL.) **

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>I certify that I have attended the above workshop/training/conference and that the expenses shown above are true, correct, and unpaid.</p> <p>(STEP 2) EMPLOYEE SIGNATURE: ***AFTER TRAVEL IS COMPLETE***</p> <p>_____ EMPLOYEE'S SIGNATURE</p> <p>_____ DATE</p> | <p>(STEP 1) PRINCIPAL/SUPERVISOR APPROVAL:</p> <p>_____ PRINCIPAL/SUPERVISOR SIGNATURE</p> <p>_____ DATE</p> <p>_____ FEDERAL PROGRAM DIRECTOR'S SIGNATURE (IF APPLIES)</p> <p>_____ DATE</p> <p>(STEP 3) FINAL APPROVAL FOR REIMBURSEMENT:</p> <p>_____ BUSINESS MANAGER'S SIGNATURE</p> <p>_____ DATE APPROVED FOR PAYMENT:</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

