

**Before filling out Travel Voucher please save the document to your computer.
If at all possible please fill out the voucher electronically**

Name: name of the person who is receiving reimbursement
Campus/Dept: campus/ department where employee works
Meeting Attended: what meeting/conference did they attend?
Departure Date: what date did they leave?
Return Date: what day did they return?
Departure Point: Departure City- do not include state
Departure Time: Time employee left- please list AM or PM
Return Time: Time employee returned- please list AM or PM
City Attended: City only- do not include state
State: State traveled to

Did you drive your personal Vehicle? You may type in Yes/No or chose one from the drop down box
The rate will automatically calculate the amount using the “city attended” blank
Mileage other than from chart – this blank is used if the City you traveled to is not on the mileage chart.
List occupants of vehicle: please list anyone that traveled with you in your vehicle to the conference.

Public Transportation- please list dollar amount (receipt required for reimbursement)
Parking Fees- please list dollar amount (receipt required for reimbursement)
Lodging- Motel- please list dollar amount (receipt required for reimbursement)
List occupants of room: please list anyone that stayed with you in the room

Paid for by District? Please type in Yes/No or chose one from the drop down box
Actual Cost of Meals- List only if an overnight trip. Day trips are not reimbursed. – this blank will automatically calculate after the meal reimbursement sheet is complete.
Were any meals provided at conference? Please type in Yes/No or chose one from the drop down box
Other- please list any other expenses with receipts in order to receive reimbursement

Meal Reimbursement Sheet

Please list the actual meal expense and it will automatically calculate the daily total and it will be included in the “Actual Cost of Meals” blank.

Please include your account number and have your supervisor sign
Turn in one copy to the business office

If you use a district credit card to pay for your hotel room please make sure Heath Wethington gets a copy of the receipt.