**TRAVEL VOUCHER**

A Travel Voucher needs to be submitted to the University within 30 days of travel for reimbursement. As soon as you return from the trip you will need to submit a rough draft (pencil copy or type and print) of the Travel Voucher to Trish Heimerdinger. Trish will type a final copy, submit it to Amy or Lisa for Fiscal Agent approval, and then back to you for your signature and date. All original receipts for hotel accommodations, travel expenses, and any miscellaneous expenses must be included with the Travel Voucher. Reimbursement will not be made unless receipts are provided. Meals are reimbursed up to per diem with prior approval (except when included in the conference fee). You must turn in meal receipts with your travel voucher.

Guidelines for filling out the voucher:
1. Purpose of Travel is the same as on Travel Authorization form – include city and state.
2. Traveler’s name and campus address (home address if check will arrive during summer break)
3. UID number
4. Job Title (example: 3rd Grade Teacher, Speech Pathologist, etc.)
5. Thomas Metcalf School
6. Enter city and state where traveler resides.
7. Fill in License Plate # if you used your own vehicle.
8. Date traveler left. Begin each day on a new line with travel information on the days of travel
9. Place (ISU if leaving from work or use hometown, state if leaving from home) and time of departure (indicate AM or PM)
10. Destination (city, state) and time of arrival (indicate AM or PM).
11. Miles traveled on that specific day.
12. Leave blank
13. Transportation other than auto (plane, train, bus)
14. Lodging (refer to Professional Development Authorization for maximum allowed); claim actual amount spent if not over the maximum for each night individually. If conference lodging is used, please indicate on your travel voucher (#18. Notes) that the rates charged are for conference lodging. Enter nightly rate for each night if more than one night.
15. Meals (Attach receipts. Meals are reimbursed based on receipts up to per diem amount.)
16. Other expenses (taxi fares, toll charges, parking) and dollar amount. You MUST have receipts for any expense of $10 or more.
17. Leave blank
18. Notes if needed
19. Leave blank
20. Sign final copy
21. Date final copy
22.-25. Leave blank

Submit the Travel Voucher and original receipts to Trish. After Fiscal Agent approval, the final copy will be returned to you for your signature. (Note: If you do not receive the final copy back within 10 days after submitting your voucher and receipts, please contact Trish.) Please sign immediately and return to Trish for submission to the University. A copy of the final Travel Voucher will be sent to you for your records.

A Conference Report should be filled out at the same time you turn in the Travel Voucher for payment.

If you have any questions or problems when filling out these forms, please contact Trish. Incorrect or incomplete forms will be returned, delaying your payment.