

TRAVEL VOUCHER

The Travel Voucher should be completed and submitted within 30 days after you return from the trip. Pencil in a Xerox copy or fill out the Excel Travel Voucher form (Metcalf website -- Faculty/Forms/Travel Forms/Travel Voucher and submit it to Trish Heimerdinger (Commons Mailbox) along with all original receipts for accommodations, travel expenses, meals, and registration fee if paid by traveler. Please include any documentation from the conference or hotel regarding meals provided/not provided. Trish will complete the remainder of the Travel Voucher and return to you to sign and date after fiscal agent approval.

1. Purpose of Travel – Name of conference, city, state
2. Traveler's name and campus address
3. UID#
4. Job title (example: 3rd Grade Teacher, Speech Pathologist, etc.)
5. Thomas Metcalf School or University High School
6. City where traveler resides
7. Fill in license plate number and state if traveler used their own vehicle
8. Date traveler began travel. Use new line for each day traveling.
9. Place traveler began travel. (example: Normal, IL) and time of departure including AM or PM.
10. Destination (city, state) and time of arrival including AM or PM.
11. Number amount – total miles traveled.
12. Auto Reimbursement – will automatically update if entering electronically or leave blank.
13. Transportation (enter if getting reimbursement for train, flight, etc.)
14. Lodging amount (check Travel Authorization email for instructions for maximum allowed; claim the actual amount spent if not over maximum. If conference lodging is used, please indicate in the Notes (18.) the rates charged are for conference lodging. Break down amounts for each night and enter accordingly.
15. Meals – attach receipts. Meals are reimbursed based on receipts up to state per diem or max approved on your Travel Authorization. No reimbursement for meals that are provided by the hotel or conference.
16. Other expenses (taxi fare, toll charges, parking) and dollar amount. Traveler MUST have receipts for any expense of \$10 or more.
17. Totals will automatically update if electronic or leave blank
18. Notes – explanation for rooms or transportation shared or anything else needing clarification.
19. Total will automatically update or leave blank.
20. Leave blank – traveler will sign final copy.
21. Leave blank – traveler will date final copy.
22. Leave blank – Trish will enter account
23. Leave blank – Trish will enter account/department.
24. Leave blank – Fiscal agent will approve amount.
25. Leave blank – Fiscal agent will sign.

Submit the Travel Voucher and original receipts. After final approval, a typed copy of your Travel Voucher will be returned to you for your signature and date. (Note: if you do not receive a typed copy back within a week 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 Travel Voucher and receipts will be returned to you for your records. University Travel will contact you if there are any

questions regarding your submission. You will receive your reimbursement by campus mail or direct deposit within a few weeks.

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

If you have questions or problems when filling out these forms, please contact Trish (pheimer@ilstu.edu). Incorrect or incomplete forms will be returned, delaying your payment.