

**S. Lawrence University
Travel/Moving Expense Reimbursement Voucher**

(1) Employee Name: _____

(2) Department: _____

(3) Business Purpose of Travel:

Original, detailed receipts from service providers must be attached. Checks are issued each Friday and Direct Deposits on Monday for vouchers received in the Business Office by Wednesday at 12 PM.

| (4) Dates of travel Destination by day | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Category Totals |
|---|----------------------------|-------|-------|-------|-------|-------|-------|-----------------|
| | <i>Expense categories:</i> | | | | | | | |
| Personal car miles | | | | | | | | |
| Mileage allowance (.55/mile) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Mileage allowance (.27/moving) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Airline/train transportation | | | | | | | | 0.00 |
| Car rental | | | | | | | | 0.00 |
| Local transportation (cab, train, subway etc) | | | | | | | | 0.00 |
| Lodging | | | | | | | | 0.00 |
| Breakfast | | | | | | | | 0.00 |
| Lunch | | | | | | | | 0.00 |
| Dinner | | | | | | | | 0.00 |
| Misc Expense* | | | | | | | | 0.00 |
| Daily Totals | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 (5) |

(6) Explanation of miscellaneous expense:

| (7) Accounting | | |
|----------------|-------------|--------|
| Account Code | Object Code | Amount |
| | | |
| | | |
| | | |

The total amount charged to accounting codes should equal the total amount of daily expenses reported in (5).

Less: travel cash advance (8) _____

 Balance due employee* (9) _____
 (If expenses exceed advance)
 Balance due University (10) _____
 (If deductions exceed advance)

If balance is due to employee and employee is enrolled in direct deposit for payroll, reimbursement will be made by direct deposit. Otherwise, check will be issued for reimbursement payment.

(12) _____
 Employee Signature

_____ Date

(13) _____
 Approved by

_____ Date

(11) If reimbursement by check, indicate if check to be mailed or picked up.

Check in campus mail (circle one) yes no