

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

(1) Employee Name: \_\_\_\_\_

(2) Department: \_\_\_\_\_

(3) Business Purpose of Travel:

*See back for instructions on completing voucher.*

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7		<b>Category Totals</b>
Dates of travel									
Destination by day									
<i>Expense categories:</i>									
Personal car miles									
Mileage allowance (\$.412/mile for travel)									
Airline/train transportation									
Car rental									
Local transportation									
In Room Internet Access									
Parking									
Lodging									
Breakfast									
Lunch									
Dinner									
Misc Expense*									
<b>Daily Totals</b>								(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 due to employee and employee is enrolled in direct deposit deposit for payroll, reimbursement will be made by direct deposit.

Otherwise, check will be issued for reimbursement payment.

(13) \_\_\_\_\_

Employee Signature

\_\_\_\_\_ Date

(14) \_\_\_\_\_

Approved by

\_\_\_\_\_ Date

(11) Check in campus mail or \_\_\_\_\_

Date check picked up by: \_\_\_\_/\_\_\_\_/\_\_\_\_