



MISERICORDIA UNIVERSITY

Click here for applicable policy.

Travel Voucher

Date Department 12-51000 / Student Research grant
Number & Name
Check one: Advance Reimbursement X

I. Traveler Information

John Smith
Traveler's Name
30 Smith St. Dallas PA 18612
Address (Street) (City) (State) (Zip)

II. Trip Information

Purpose of trip To present research at CSM conference in Philadelphia, PA
Departure date 2/16/2017 Return date 2/17/2017

III. Expense Summary

Table with columns for expense category, quantity, unit price, and total amount. Includes items like Breakfast, Lunch, Dinner, Personal auto, Airline, train, bus, Rental car, Local travel, Hotel, and Other. Total amount is 294.00.

Account Number

Table mapping account numbers to expense categories and amounts. Includes categories like Travel, Registration Fees, Workshops & Retreats, Conference Expense Travel, and Mileage Reimbursement. Total amount is 294.00.

John Smith 2/20/2017
Traveler's Signature Date Supervisor/Dean Approval Date

NOTE: If requesting an advance, all receipts and other support of expenses must be submitted in settlement within 10 days of the event.



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Detail of Daily Expenses

1. Enter travel dates on the appropriate lines below.
2. Enter expenses for each date in the proper column.
3. Provide explanations where required.
4. Attach all required receipts.

Travel Dates (Month / Day / Year)			Airline, Train, Bus	Rental Car	Local Travel (taxi, subway, tolls, fees)	Hotel	Other * (including meals with bus. assoc.)
2	3	17					75.00
2	16	17			10.00	85.00	
Total			0.00	0.00	10.00	85.00	75.00

Post to Post to Post to Post to Post to
 Line III. C Line III. D Line III. E Line III. F Line III. G

* - Detail of other expenses supported by appropriate documentation are explained below:

*75.00 for conference registration fee.

*10.00 for tolls.
