MISERICORDIA UNIVERSITY

Click here for applicable policy.

Travel Voucher

Date 2/20/2027

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 2/16/2027 Return date 2/17/2027

III. Expense Summary

A. Per Diem Meals:	Breakfast	1	x $ 7.00 per meal	7.00	
	Lunch	1	x $ 12.00 per meal	12.00	
	Dinner	2	x $ 25.00 per meal	50.00	
				Total Per Diem	69.00
B. Personal auto		100	miles @ $.55 per mile		55.00
C. Airline, train, bus					0.00
D. Rental car					0.00
E. Local travel (taxi, subway, tolls, fees)					10.00
F. Hotel					85.00
G. Other					75.00
		Total			294.00
		Less: Advance		( )	
		Less: Amounts related to travel charged to purchasing card		( )	
		Balance due traveler (University)			294.00
		(must agree to allocation below)			

Totals for items C through G will be carried forward to here automatically based on the Detail of Daily Expenses below.

Account Number

	-		- 710 Travel	
12	-	51000	- 732 Registration Fees	75.00
	-		- 735 Workshops & Retreats	
12	-	51000	- 737 Conference ExpenseTravel	164.00
12	-	51000	- 774 Mileage Reimbursement	55.00
	-		- _____	
	-		- _____	
	-		- _____	
			Total (must agree to total above)	294.00

John Smith 2/20/2027
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.

MISERICORDIA UNIVERSITY

Travel Voucher

Date
Department 12-51000 / Student Research grant
Traveler John Smith

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. assocs.)
2	3	27					75.00
2	16	27			10.00	85.00	
		Total	0.00	0.00	10.00	85.00	75.00
			Post to Line III. C	Post to Line III. D	Post to Line III. E	Post to Line III. F	Post to Line III. G

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

*75.00 for conference registration fee.

*10.00 for tolls.