## UTICA COLLEGE TRAVEL EXPENSE VOUCHER

Name:				Department:				Date:	
Purpose of Trip:						Who does Accounting contact with questions:			
Turpose of Trip.						contact with questions.			
	TRAVEL DATE	TRAVEL DATE	TRAVEL DATE	TRAVEL DATE	TRAVEL DATE	TRAVEL DATE	TRAVEL DATE		
									AUDIT USE
Transportation:						I		TOTAL	ONLY
Air, Train, Bus								\$ -	
Personal Auto								\$ -	
Taxi								\$ -	
Subway								\$ -	
Tolls								\$ -	
Parking								\$ -	
Other (explain)								\$ -	
Subsistence:		T	T	T	T	T			
Hotel/Motel								\$ -	
Breakfast*\$5.00								\$ -	
Lunch* \$7.00								\$ -	
Dinner* \$18.00								\$ -	
Other (explain)								\$ -	
Miscellaneous (ex	planation required):								
Regis Fee								\$ -	
Entertainment								\$ -	
Business Phone								\$ -	
Other (explain)								\$ -	
TOTALS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		risked items, only	receipted expens	ses will be reimbu	ırsed.				
		best of my knowle				Amount Advanced			
						Amount Returned			
	SIGNATURE OF PAYEE			Amount Due Employee Amount Due Others					
				1) Account Number					
					1)				
		/			2)				
	PRINT/SIGNATURE OF SUPERVISOR			Account Name					
	DDINIT/CICNA	/ TURE OF AREA VIO	TE DDECIDENT			Obligation			
	FRINT/SIGNA	I UKE OF AKEA VIC	L-FRESIDENI			Check #			

## **INSTRUCTIONS**

- 1) Enter travel dates in the appropriate box
- 2) Enter your expenses for each day on the proper line.
- 3) Explain items where required.
- 4) ATTACH ALL RECEIPTS.
- 5) Meal allowance includes tax and tip -- for dinner it includes tax, tip & one cocktail.
- 6) FILL IN PROPER ACCOUNT NUMBER/S AND NAME/S.
- 7) For convention travel, please indicate the organization or association and attach agenda.
- 8) Voucher must be signed by Payee, Supervisor and area Vice-President.
- 9) Entertainment: To fulfill IRS requirements with respect to entertainment expenditures, you are responsible for documenting the date, place, business purpose, name and business affiliation of the individuals being entertained.

Travel I	Dates:					
	BEGINNING ON	ENDING ON	Total Miles:			
Date	Explanation			Amount		
	+					
1						

Page 2

<sup>\*</sup>Except for asterisked items, only receipted expenses will be reimbursed.