The Travel Expense Voucher form must be used to reimburse travel expenses that are incurred by an employee in travel status. Each voucher may cover one or multiple trips that are clearly identified. When more than one trip is submitted on a single voucher, each trip must be clearly identified. Claims for travel expense reimbursement should be submitted within ten days from the return of a trip. Travel expense claims will not be accepted for reimbursement if submitted after twelve months subsequent to incurrence of travel expenses from which the expense is incurred.

The following required information on the Travel Expense Voucher must be typed or written in ink legibly:

- Name and address of traveler
- Month and year of travel
- Official station and official residence
- Trip information - date, location and time of departure and return
- Purpose of trip including beginning and ending dates and times of function
- 10-digit project id and account number and amount. Check here for a list of subcodes.
- Signature of traveler
- Signature of approving authority for the project id

Additional information, as appropriate, must be included on the voucher as follows:

- Daily reimbursement allowance per meal
- Daily reimbursement allowance for lodging expenses (Travel Authorization must be attached with appropriate box checked and signature for exception to the maximum lodging allowance). Detailed receipt must be attached.
- Reimbursable mileage appropriately classified
- Calculations of mileage rates (State vs. Motor Pool)
- Detail of other expenses
- All applicable totals

If travel expenses are being shared with other CWU travelers, indicate the name(s) of the other traveler(s) in the comments section.

When more than one department is funding a traveler’s expenses, one travel expense voucher form should be submitted for the entire trip. The divided costs should be distributed in the accounting information section of the voucher, and each department’s authorized signature should be on the expense voucher when submitted to the Travel Office.

[01/12/2007; Responsibility: BFA; Authority: BAC; Reviewed/Endorsed by: Cabinet/PAC; Review/Effective Date: 08/04/2010; Approved by: James L. Gaudino, President]