INSTRUCTIONS FOR TRAVEL EXPENSE VOUCHER

A. Prepare the Travel Expense voucher in original and 1 copy to provide the following distribution
1. Original Business Office
2. 1 Copy Employee keeps

B. Record your name, campus PO Box or personal address, and social security number

C. Indicate the month for which the travel took place, and your department name

D. Indicate the general purpose of the travel. IE Attendance at a training conference, personal contact
    with clients, audit of state agency, etc.

E. Complete the portion of the form as indicated below (See MOM Vol. 1 Chapter 300 for additional
    instructions)

   **Column**

   **Requirement**

   1. Departure and place an A for AM or a P for PM
   2. Record the time of arrival and place an A for AM or a P for PM
   3. Describe the travel destination in terms of departure point, destination
      point, and points visited enroute
   4. Code the mode of travel as follows
      SC = State Car    CA = Commercial Airline    PT = Passenger Train
      PC = Private Car  PA = Private Aircraft    OT = Other (Explain)
      SA = State Aircraft
   5. Indicate total car mileage or nautical air miles if personal car or aircraft
      was used. When more than one employee shares personal
      transportation, only one mileage allowance may be claimed
   6. Enter extension amount for mileage allowed calculated as follows
      A. Private Car
         Total mileage (column 5 x rate) rounded to the nearest cent
         *Current rates are as follows above 1,000 miles .45 cents
         any amount above 1,000 miles the rate is .31.5
      B. Private Aircraft
         Total air mileage (column 5 x rate) rounded to the nearest cent
         *Current rate for nautical miles are .69 cents – Nautical Miles
         = statutory miles (map miles) divided by 1.15
   7. Enter the amount of expense allowed based on the following schedule

      **Travel Time**   **In-State**   **Out-of-State**
      **MEALS**
      A. Three hours or less    none    none
         (and at least 3 hours within each of the ranges below)
      Morning 12:01 am – 10:00 am    $ 5.00    $ 6.00
      Midday 10:01 am – 3:00 pm    $ 6.00    $ 6.00
      Evening 3:01 pm – 12 midnight    $12.00    $16.00
      1. Maximum one meal allowed per normal workshift
      2. Maximum two meals if travel commenced more than 1 hour before or
         terminated more than one hour after employee’s normally assigned
         work shift

      **LODGING**
      Actual cost + tax on allowable rate $35.00    Federal Rate
      (must have a receipt)
      If no receipt is available    $12.00    $12.00

   ***JUSTIFICATION AND APPROVAL MUST BE ATTACHED***

   8. Enter all expenses entitled for reimbursement and not provided in
      mileage allowance or expense rate. For example: Airline ticket, taxi
      fare. Receipts are to be obtained except for small amounts and attached
      to the agency copy of the Travel Expense Voucher. All “Other
      Expenses” are to be itemized by date in the block provided and
      explained on the bottom of the voucher.
   9. Enter total amount allowed by day
   10. Enter column totals for Columns 5-9 on line 10
   11. If travel advance is applicable, indicate the amount received
   12. If the total of line 11 is less than line 10 enter the difference on line 12
   13. If line 11 is more than line 10 enter the amount due the state

   F. The Travel Expense Voucher must be signed by the employee claiming the expenses and filed
      within 90 days
   G. The Travel Expense Voucher must be approved by the employee’s supervisor or authorized
      agency official