

## Student Organizations

### Travel Expense Voucher

Org Contact Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Funding Student Org: \_\_\_\_\_ Date: \_\_\_\_\_

Pay to: \_\_\_\_\_ Hawk ID (letters, not numbers): \_\_\_\_\_

Street, City, State, Zip: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Destination: \_\_\_\_\_ Purpose/Name of Conference: \_\_\_\_\_

Departure Date:                      Departure Time:                      Return Date:                      Return Time:

If travel was to conference, were you:    Attending Only,    Presenting,    Support,    Other:\_\_\_\_\_

Are there days that were personal travel? Yes, No If Yes, list personal dates:

If a personal vehicle was used, list passengers here:

Additional Information (lodging arrangements, shared expenses, etc.):

## Charge MFKs

Approval: \_\_\_\_\_  
Signature of Payee Date

Approval: \_\_\_\_\_  
*Authorized Group Signature      Date*

Approval: \_\_\_\_\_

*SOBO Accountant*                      *Date*

Approval: \_\_\_\_\_  
LSCE Representative Date

**List all other funding sources received for this same trip:**

## Organization

Amt/Expense


Departmental/Funding Limit:

Amount Due Payee:

**REQUIRED DOCUMENTATION** to attach to form or explain in Additional Information above:

Registration/Proof of attendance (agenda/itinerary); Hotel/Lodging; Transportation (airfare, personal car, etc.); Itemized receipts

\*see back for mileage and meal reimbursement rates

**Information Required**

A description of arrangements and explanation of payment method (funding source) must be provided for Lodging and Transportation, regardless of expenses claimed on this voucher. If claiming Lodging expenses, a final itemized bill and proof of payment are required. If claiming airfare expenses, a detailed itinerary including seating class and proof of payment are required. Proof of Attendance is always required. For a conference, this includes confirmed registration and a copy of conference program or agenda. For other travel, this may include a travel agenda or an event program or schedule.

**Mileage**

Any individual traveling on University business and using his/her own personal vehicle may request reimbursement of actual gasoline expenses or a flat mileage reimbursement. Gasoline may only be claimed up to the allowable mileage reimbursement. If mileage is claimed, gasoline charges may not be claimed separately as they are factored into the mileage allowance. A list of accompanying passengers is required.

Mileage reimbursement at the rate of **\$0.70/mile** (effective 01/01/25) is allowed in the following circumstances **only**:

1. The round trip distance traveled is less than 100 miles.
2. The round trip distance traveled is more than 100 miles **and a motor pool vehicle is requested but is not available**.
3. Use of a motor pool vehicle is not possible or feasible (i.e. travelers located in an area not served by campus motor pools).

Mileage reimbursement at the rate of **\$0.35/mile** (effective 01/01/25) is allowed in all other circumstances.

NOTE: Anytime the mileage claim exceeds \$300 or the travel time exceeds eight hours, an airfare quote from a travel agency must be attached to the TEV. The mileage claim may not exceed round trip coach class fare for business days of travel plus ground transportation to and from airports.

Personal use mileage, fines and penalties for traffic or parking violations are not reimbursable. Personal use mileage includes: visiting, site seeing, side trips and commuting between office and home.

**Meal Guidelines**

Meal claims should reflect actual/reasonable expense not to exceed the maximum daily allowance. Meal tips should be included in the meal claim. Attach an itemized receipt for each meal claim. The amounts may be distributed among the meals in any manner as long as the daily total does not exceed the maximum and there is a receipt for each claim.

**Allowances**

- § Actual meal expenses should be claimed and may not exceed the daily allowance for each destination.
- § Meal tips should be included in the meal claim and may not be claimed as a separate expense.
- § Claims *up to* the full maximum are allowed on full days of travel
- § On partial days of travel, allowances are prorated based upon departure and return times as defined below, allowing 20 % of the daily allowance for breakfast, 30% for lunch, and 50% for dinner. These individual allotments are defined for the purpose of determining the correct daily allowance only. Individual meal claims do not have to fall within these specific meal parameters. Actual costs can be distributed among the meals in any manner as long as the total claim for each day does not exceed the maximum allowance for that day.
- § Meal costs over the maximum allowance are at the traveler's expense.
- § Alcohol is not a reimbursable travel expense.
- § When meals are provided as part of the conference or meeting, travelers will not be reimbursed for the cost of the meal when the traveler chooses to eat outside the conference.

	On Date of Departure Must Leave Prior To	On Date of Return Must Arrive After	% of Daily Allowance Allocated for each meal
Breakfast	6:00 am	8:00am	20%
Lunch	11:00 am	1:00 pm	30%
Dinner	5:30 pm	7:30 pm	50%