



# TRAVEL EXPENSE VOUCHER

## INSTRUCTIONS

It is the Institution's intent to allow for adequate, comfortable (not luxury) accommodations for employees who are required to travel on Institution business. It is expected that employees will use discretion and good judgment in spending Institution funds. Use of first class sections of jet planes, resort hotels, luxury restaurants, individual taxis to and from airport, and items of like nature are usually considered to be in excess of normal business needs. Each employee is expected to be familiar with and abide by Institution policy.

### FILE THIS REPORT WITHIN 10 DAYS AFTER COMPLETION OF TRAVEL.

Reports not conforming to instructions will be returned for correction.

1. Examples of Non-Reimbursable Expenditures: Charges for Traveler's Cheques, Valet, Personal Entertainment and Recreation, Snacks and any type of rental car insurance.
2. When a cash advance is given to an employee, or when airfare, room deposits, or registration fees are paid in advance by the Institution, include the appropriate amounts in the proper expense columns and enter them opposite the indicated categories to be deducted from Total Travel Expenses.
3. Receipts: Tape Original Receipts on 8½ x 11" paper. Receipts submitted should include (but not be limited to) the following:
  - (a) Travel Cost – Plane, Train and Bus
  - (b) Local Transportation Cost – Rented Automobile
  - (c) Hotel/Motel
  - (d) Registration Fees and Copy of Registration Form if Fee is not paid in advance by Institution. (If no receipt is given, attach identification card listing amount)
  - (e) Miscellaneous Items
4. Meals & Incidentals: Show each meal separately, including tips in cost of the meals and individuals attending. You must submit itemized receipts if you are claiming reimbursement for any amount over or other than the daily per diem rate. The per diem reimbursement rate for 2008 is \$39 per day.
5. Mileage: List number of miles driven each day when personal vehicle is used.
6. Distribution(s): The Distribution(s) entered should agree with the distributions recorded on the **TRAVEL AUTHORIZATION.**
7. **Non-Allowable Costs must be listed and accounted for separately due to Federal Grant requirements with which WFUHS must comply. Federal guidelines define Non-Allowable Costs as alcoholic beverages and first class air travel. The traveler will be reimbursed for these costs within the parameters of WFUHS travel policy. Non-Allowable Costs must be expensed separately on the front of this form using Account 415003.**
8. Include non-meal tips and other items which cannot appropriately be included under other headings under the miscellaneous heading.