

PURPOSE OF THE TRAVEL EXPENSE VOUCHER FORM: Used to obtain reimbursement of travel expenses.

I. General Information

Employee Name: Full name of traveler
Home Address: Home address of the traveler – do not use university department address
TU ID #: Towson University Employee ID number of the traveler (used to verify employment)
Destination: City and state or city and country where the travel event took place
Dates of Trip: Actual date of departure and date of return
Time Departed/Returned: Time traveler departed and returned from trip – used to determine eligibility for meals
Payment Method...: Any amount entered in designated shaded boxes on form should be noted in Section II.

II. Itemized Expense Work Sheet

Do not enter any expense into this section that was paid by invoice or by the VISA Procurement Card.

Do not enter airfare expenses charged to the Corporate Diners Club Card.

Hotel Room: Enter the cost of the hotel room each day. Do not include anything else charged to the hotel room on this line (telephone, meals, etc.) An itemized receipt must be provided. Personal expenses such as in room movies are not reimbursable.

Meals: Standard reimbursement rates for meals. (See chart on our web site.)
High cost reimbursement rates for meals. (See chart on our web site.)
<http://wwwnew.towson.edu/adminfinance/fiscalplanning/financialservices/Travel-MealsReimbursment.asp>
For foreign meal rates, see: http://aoprals.state.gov/content.asp?content_id=184&menu_id=78
Receipts are not required. Enter each meal expense separately and do not exceed the published rate per meal. Lunch on day trips is usually not reimbursable. Meals are reimbursable on days when only a portion of the day is spent traveling as follows: Breakfast may be claimed if the traveler departed for the trip two hours earlier than their normal start time at the office. Dinner may be claimed if the traveler returned from the trip two hours later than their normal stop time at the office.

Telephone: Business calls are reimbursable

Fare: Enter total cost of airfare or train ticket on departure date. Save passenger copy of ticket as well as any boarding passes.

Taxi: Cost of ground transportation for business purposes is reimbursable (taxi, airport shuttle etc.) Obtain a receipt.

Tolls: Enter the total amount of tolls paid per day. Tape small receipts to a larger piece of paper, make a notation of tolls paid without receipt available such as coin baskets.

Parking: Enter the total amount paid for parking per day (including long term parking at airports). Tape small receipts to a larger piece of paper, make a notation of parking paid without receipt available such as parking meters.

Fees: Enter the cost of registration and training fees. Receipts are required – faxed copies of receipts are acceptable.

Blank Line: Use this line to record miscellaneous expenses for which there is no category above (ex – tips @ \$1 bag)

Mileage: Do NOT enter mileage here. Complete Section III. Form will then automatically post mileage expense to this line.

III. Mileage Work Sheet

Use this section to calculate daily mileage expense. Mileage is measured from the traveler's home address to destination and return or from the University to destination and return – whichever is less. Allowance is calculated when miles are entered. Eligibility for meals is determined by start and end times of trip. See Section II – Meals.

Purpose of Travel: Enter a brief description of the purpose of the trip.

IV. Petty Cash Reimbursement (\$100 or less)

Use this section to select how and where you would like to receive your petty cash reimbursement. If you select cash, you will be notified when it is available for pickup at the site you choose.

V. Required Signatures

Traveler: This signature certifies that information provided on this form is “just and correct”.

Authorized Budget Signature: This signature approves the reimbursement to the traveler and approves the expense to be charged to the indicated budget. The Authorized Budget Signature is a TU employee who has an Authorized Signature Form on file permitting them to sign financial documents. If the Authorized Budget Signature is the traveler, their supervisor must sign here.

Note: Travel funded by Academic Programs and Sponsored Projects has different signature requirements.

VI. Travel Office Summary Information This section is for the Travel Office Only.

VII. Code Block

Please enter the department or grant number to which the expense will be charged and the 6-digit account (subcode) that classifies the expense type:

- 604002 – In-State Travel
- 604014 – In-State Travel Recruiting
- 604005 – Out-of-State Travel
- 604017 – Out-of-State Travel Recruiting

Amount: Enter the expense amount. This amount should agree with the total amount in Section II – Itemized Expense Worksheet but cannot exceed the amount per the Travel Authorization Form.

Obtaining Reimbursement

How reimbursements are processed depends upon the travel expense payment method and whether or not the traveler is enrolled in the payroll direct deposit program:

Payment Method	Amount	Traveler Receives
Personal Funds Only	> \$100.00	<ul style="list-style-type: none">• Funds wired to checking account if enrolled in payroll direct deposit program. Reimbursement is not included with salary payment, it is a separate transaction.• Check mailed to home address if NOT enrolled in payroll direct deposit program.• Allow 2-3 weeks for receipt of reimbursement.
Personal Funds Only	<= \$100.00	Cash from petty cash disbursement site selected on voucher. Employee may elect to have reimbursement processed as described above.
Travel Advance	Any Amount	Settlement check from Working Fund Office
Used the Diners Club Card	Any Amount	Settlement check from Working Fund Office

Additional Information:

- File this form within 5 days of return from trip if traveler has received an advance from the Working Fund Office
- Forward form along with original receipts and a photocopy of every document to the Working Fund Office, 7720 York Road, 4th floor. Office hours: Monday, Wednesday, Thursday 8:30 am -12:30 pm. Tuesday, Friday 1:00 pm – 4:00 pm
- There is a drop off tray on the Working Fund Service counter for drop-off after hours.
- Working Fund Office will notify the traveler of any problems preventing the processing of this voucher.
- Reimbursement cannot be issued until all problems are resolved.

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