

Travel Voucher Instructions

ALL travel vouchers must be submitted to Accounts Payable Office.

The Travel voucher must include the following:

- Banner ID
- Employee Name
- Address
- Claimant signature
- Department
- Complete travel information, including dates of travel, and From and To Destination.

Total Mileage or VU vehicle

Please complete check box for type of vehicle driven: VU, Personal, or Rental Vehicle

- **If personal car is driven, mileage reimbursement for in state travel is 40 cents per mile. Provide actual odometer readings or attach MapQuest mileage. Using Standard mileage is also acceptable. This chart is available on the Controller's Web site.**
- **If a motor pool vehicle is used and gas is needed during trip, the gas expense will be charged to Motor pool Vehicle account, 24120 2200 72308.**

Lodging Expenses - Receipts are required for all expenses.

Subsistence

- List times of departure and arrival. To claim per diem, enter the applicable dollar amount. Meals provided or included in the cost of meeting/seminar should be listed and may not be claimed. (See Appendix A - Subsistence Periods for Same Day travel and Overnight travel).

Expense Classification/Approvals

- Complete Banner account number and total amount of reimbursable expenses.
- Voucher must have proper signatures of Approval.
- Check budget to make sure there are sufficient funds to cover the expense. Voucher will not be processed until there is sufficient budget.

Incomplete Travel Vouchers will be returned.

Appendix A *Subsistence Periods and Allowances*

Same day travel - Travel which does not include an overnight stay:

- There is no breakfast meal or lunch meal subsistence for same day travel.
- If travel begins before 10:00 a.m. and ends after 7:00 p.m., the employee may claim reimbursement for per diem in the amount of \$20.00.

Per IRS regulations, per diem for travel without an overnight stay is taxable and is reimbursed through Payroll. Same day travel vouchers follow the payroll deadlines for reimbursement. Vouchers must be received in Accounts Payable no later than Wednesday of the week the payroll period ends.

Overnight travel – Full day in overnight travel status - \$38.00

Breakfast	\$ 8.00
Lunch	\$10.00
Dinner	\$20.00

- **Overnight travel, Day of Departure** - There is no breakfast meal subsistence in the day travel begins. Departure prior to Noon - \$30.00
Departure after Noon - \$20.00
- **Overnight travel, Day of Return**
Return before Noon - \$8.00
Return between Noon and 7:00 p.m. - \$18.00
Return after 7:00 p.m. - \$38.00