

Employee

U of C Student

Guest/Visitor



THE UNIVERSITY OF CHICAGO

TRAVEL EXPENSE VOUCHER

FINANCIAL SERVICES FORM NO. 97 (1/10)

CONTROL NUMBER **T 490396**

EMPLOYEE NUMBER / VENDOR NUMBER

VOUCHER NO. **V**

ISSUE CHECK TO:

2 NAME (30 CHARACTERS) Jane Smith

3 STREET ADDRESS LINE 1 (30 CHARACTERS) 987 Main Street

4 STREET ADDRESS LINE 2 OR STREET ADDRESS / MAIL BOX NUMBER (30 CHARACTERS) Apt 6

5 CITY STATE ZIP OR FOREIGN COUNTRY
Chicago IL 60637

ENTER BELOW THE INFORMATION TO APPEAR ON CHECK STUB

CHECK DESCRIPTION (29 CHARACTERS)

6 SEND VIA MAIL OR PICK UP AT BURSARS (PHONE # REQUIRED) PHONE

DEPARTURE DATE Date **7** RETURN DATE Date **8** DESTINATION: City, State/ Country **9**

10 PURPOSE: To present a paper at the Annual Meeting of the Association of Scholars

I CERTIFY THAT THE AMOUNTS GIVEN HEREIN REPRESENT ACTUAL BUSINESS RELATED TRAVEL EXPENSES AND ARE IN ACCORDANCE WITH THE CURRENT UNIVERSITY OF CHICAGO TRAVEL POLICY AND PROCEDURES. IF A COPY OF A RECEIPT HAS BEEN PROVIDED INSTEAD OF AN ORIGINAL, I FURTHER CERTIFY THAT I HAVE NOT AND WILL NOT BE REIMBURSED FOR THESE EXPENSES FROM ANY OTHER SOURCE.

Jane Smith **11** SIGNATURE OF TRAVELER

Detail of expenditures:

12 Private car mileage: @ /mile \$ Rental car: \$

Transportation: \$ 350.00 Parking, tolls, etc.: \$

Taxi fares, limos: \$ 55.00 Baggage handling, storage: \$

Hotel / Motel: \$ 125.00 Meals: \$

Business telephone: \$

Other: \$ 30.00

EXPLANATION OF OTHER: Conference Registration **13**

14 Total expenditures: \$ 560.00

Less: Travel advance encumbrance no. T \$ ()

Balance owed to Traveler: \$

Excess of Advance to be deposited with Bursar: \$

(use Form 133 and deposit to a/c 0-17817-1620 . . . attach copy of receipt)

DEPARTMENT CODE #	ACCOUNT NUMBER	AMOUNT OF CHARGE

CONTACT PERSON	PHONE #	CAMPUS MAILING ADDRESS

AUTHORIZED BY: NAME	DATE	SIG. AUTH. NO.	PHONE #	FAX #	AUTHORIZED BY: SIGNATURE

How to Complete a Travel Expense Voucher

Please refer to this explanation sheet when completing a Travel Expense Voucher. **All items listed here are required.** Vouchers missing any of the required fields will be returned for completion.

1. Select your status
2. Your name
3. Your street address
4. Your apartment/unit number
5. City, State, Zip or Country
6. Select the option for the check to be mailed to you or for the check to be held at the Bursars. If you select for your check to be held at the Bursars, please write “2-6641” in the “Phone” box. A check *will not* be held under your personal phone number.
7. Date that you departed on your trip. Include month, day, year.
8. Date that you returned from your trip. Include month, day, year.
9. Your destination. Please be specific and include City and State for domestic travel, or City and Country for international travel.
10. The purpose of your trip. Please be specific.
11. Your signature. Your reimbursement request *will not* be processed without your signature.
12. Itemize your expenses in USD. Please use [Oanda](#) to convert currency, if necessary. “Transportation” includes your airfare.
13. If you have expenses other than the categories listed, include those in the “Other” line item and use the line below to explain the purpose of those expenses.
14. Sum the total of your expenses.

Please do not complete any portion of the form past the “total expenditures” (14).

Submit your travel expense voucher with all receipts to the Center for East Asian Studies. Visit ceas.uchicago.edu for more information.