Student Name:

Banner E#:

Headquarters:

Residence:

Dept. Contact & Phone:

TRAVEL VOUCHER

Eastern Illinois University

STUDENT ACADEMIC PURPOSE

Voucher No. **T** 46906

Means of Transportation:

Fleet Car ☐ Personal Auto ☐

Date	Departed From		Arrived At		Gas per receipt	Transp	Lodging Conf Y☐ N☐	Food Per Receipt*	Other Expenses	
	Time	Place	Time	Place					Item	Amount
COLUMN TOTALS					$ 0.00	0.00	$ 0.00	$ 0.00		$ 0.00

*Travel regulations issued by the Travel Regulations Council shall govern the reimbursement of students under Per Diem Allowance. Actual receipts shall be provided, and actual reimbursement will not exceed the State per diem allowance rate.

Purpose of Travel	**Traveler's Comments/Explanations:**

I certify that in accordance with Section 12 of "An Act in Relations to State Finance", the above amount is correct and just; that the detailed items charged within are taken and verified from memorandum kept by me; that the amount charged for subsistence were actually paid, and the expenses were occasioned by official business or unavoidable delays, manner, and that I have not been furnished with transporation or money in lieu thereof for any part. (If driving personal vehicle) I certify that I am duly licensed and have in force at least the minimum liability insurance coverage required by the Illinois Vehicle Code.

TOTAL EXPENSES	$ 0.00
LESS AMOUNT PAID on PCard/Direct Bill (Attach Copies of Receipts)	ENTER AS A NEGATIVE NUMBER
TOTAL REIMBURSABLE	$ 0.00

This certifies that the travel shown above was required by the official duties of the traveler named to my personal knowledge, or as indicated by records submitted to me.

Traveler's Signature: **Date:**

Organization #	Organization Name	Financial Manager Approval*	Amount Approved	Date

**Supervisor Approval (if not Financial Mgr)*

_____ Date _____

Outside of Country Approval:

Vice President_____Date_____ President_____Date_____

Accounts Payable Use Only:

_____

Vendor

_____ _$_____

_____ _$_____

Entire Registration Fee to be paid on RFP

Clear All Print Form