HIGHLANDS UNIVERSITY

TRAVEL VOUCHER

Note: If form is not complete, or missing information, it will be returned to Department.

Date_____   Banner ID @ (required) _____

Name (Print or Type)_____   Mail Check ☐   Pick Up ☐

Address (if mailed)_____City, State, Zip_____

FOAPAL_____   FOAPAL_____

If more than one please put amount next to each FOAPAL

Explanation _____

Destination From:_____To:_____

Date(s) of Travel_____   Personal Vehicle ☐   University Vehicle ☐

Departure Time (AM or PM):_____Arrival Time (AM or PM):_____

Odometer Reading (or attach Yahoo or Rand print out) Start:_____   Finish:_____(enter odometer reading only when using personal vehicle)

Form prepared by:_____Ext: _____

I, _____ do solemnly swear that the itemized statements within are just and true

          PRINT Name

in all respects. _____

       Traveler Signature   Date

FOR TRAVEL ADVANCES ONLY

If I do not file the Reimbursement Travel Voucher within 10 working days of my return, I hereby authorize the necessary deductions from my payroll checks to repay this travel advance to NMHU.

_____   _____
       Traveler Signature   Date

USE THIS AREA TO LIST MULTIPLE TRAVELS FOR BLANKET TRAVEL REQUEST

_____

_____

_____

_____

_____

If total amount claimed on Voucher exceeds 10% or $25, whichever is more, of the total listed on the Travel Request, approval by Supervisor and Controller or VP is necessary.

Brief explanation: _____

_____
Supervisor Signature   **Date**   **Controller or VP Signature**   **Date**

ITEMIZED

EXPENSES Personal Owned Vehicle Mileage Reimbursement

Miles_____   Rate_____   Total $ _____

Per Diem (Lodging, Meals, and Incidental Expenses (M&IE)

Lodging:

Rate_____   Nights_____   Total $_____

M&IE (Don't include first and last day of travel)

Rate_____   _____Days   Total $ _____

M&IE- First and Last Day of Travel at 75%*

Rate_____ x _____ x _____Days   Total $ _____

M&IE- Same Day Travel 2-6 Hours at 50% *

Rate_____x _____   Total $ _____

M&IE- Same Day Travel after 6 Hours (Full Per Diem)*

Rate_____   Total $ _____

Lodging, Meals, and Incidental Expenses (Per Diem)
Travelers may be reimbursed for lodging, meals, and incidental expenses at per diem amounts set by the Federal Government. Lodging is only reimbursable if the travel destination is at least 35 miles away (one-way) from the traveler's post of duty. When staying at a Conference Hotel or lodging costs exceed the per diem amount due to taxes and fees an actual receipt will be required to receive full reimbursement.
- Lodging is the base rate listed and does not include any lodging taxes or applicable fees. Taxes and Fees may be reimbursed with actual receipts as an "other expense".
- Per diem for Meals and Incidental Expenses (M&IE) include applicable taxes and tips.
- * Per diem for meals and incidental expenses will be reduced to 75% of the M&IE for the first and last day of travel. Two-day travel will be considered as first and last day of travel and reimbursed accordingly.
- * Same day travel will be reduced by 50% for travel less than 6 hours. Travel more than 6 hours will be reimbursed at 100%. Same day travel is taxable and processed through payroll.
- Incidental expenses include tips for porters, baggage carriers, hotel staff, or laundry and dry cleaning

Miscellaneous Expenses
Other necessary business expenses, such as ground transportation, parking, business telephone calls, and registration fees that can be documented as costs directly incurred as a result of the business travel will be reimbursed when itemized and explained on the Voucher, subject to approval. Original receipts are required and must be attached to the Voucher._____

Expenses – ITEMIZE (Must provide ORIGINAL receipts.) Do not list if previously paid by Check Request.

Mileage (Personal Auto Only)	_____
Per Diem: Lodging	_____
Per Diem: Meals	_____
Parking	_____
Registration	_____
Taxi, bus, shuttle	_____
Vehicle Rental	_____
Gasoline	_____
Airfare	_____
Other_____	_____
Total Trip Cost	_____
Less Total Advance (if applicable)	_____
TOTAL REIMBURSEMENT DUE	_____