

# Department of Chemistry & Biochemistry Travel Voucher Cover Sheet

Full Name: \_\_\_\_\_

Destination City/State: \_\_\_\_\_

Country: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Return Time: \_\_\_\_\_  
(Times should be to the nearest hour )

## PLEASE ATTACH ORIGINAL PAID RECEIPTS

\$ _____	Airfare
\$ _____	Hotel
\$ _____	Taxi (public transportation)
\$ _____	Rental car
\$ _____	Gasoline for rental car
\$ _____	Registration
\$ _____	Parking, toll expenses
\$ _____	Meals (Actual or Per Diem? (_____))
\$ _____	Personal car mileage
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	TOTAL TO BE REIMBURSED

FOP CHANGE?: \_\_\_\_\_

Meal expenses with tips may now be reimbursed on unrestricted accounts up to 15% of the meal expense. However, you must submit a detailed meal receipt.

**\*\* PLEASE PROVIDE A DETAILED ITINERARY IF THIS TRIP HAS MULTIPLE DESTINATIONS.\*\***