

Travel Voucher Worksheet

Name: _____

Destination: _____

Dates of Travel: _____

Date and Time of Departure: _____

Date and Time of Return: _____

Purpose of Trip: _____

(Write down what you attended (annual ASAS meeting, etc.); if presented a paper/poster (write down the title); served on a committee (name the committee); performed/discussed research (name the research).

Expenses

Lodging: _____ nights at \$_____/night. Lodging tax a night
(If this was a conference hotel, please attach the brochure showing that this was the conference hotel)

Lodging Tax: \$_____/night.
(state tax is not allowed for lodging in Texas)

Airfare: _____

Rental Car: _____

Gasoline: _____
(for rental vehicles)

Parking: _____

Taxis, Shuttles: _____

Mileage: _____
(mileage can be point to point or an odometer reading; if odometer reading you must have a log of starting and ending mileage for every leg of the trip)

Registration Fee: _____
(If you paid for advance registration via an RI, please state that and do not put down the registration amount)

Meals: Please see the other side.

PLEASE ATTACH ALL RECEIPTS TO THIS FORM
(All receipts must show paid in full and not a balance owed)

All information on this form is correct and complete.

Traveler's Signature: _____

