



Travel Expense Voucher

Attach original receipts (including complete flight itinerary when flying) and

Submit to Margaret Driscoll in 14B MLH after trip.

This form is for use within the Department of Mathematics.

Traveler Name: _____

For non-UI travelers, please provide a home address: _____

Trip Destination and Description: _____

Date of Departure: _____ Time of Departure: _____ Date of Return: _____ Time of Return: _____

Hotel folio and all other receipts must represent the traveler's expenses only.

Hotel

Dates	Hotel Name	Base Room Rate	Daily Room Taxes	# of Business Days	Total Hotel Expense

Was hotel the official conference site? Yes No (If not, please explain: _____)

Transportation

Date	Description – airfare, bus, car rental (either National or Enterprise), mileage, taxi/shuttle, tolls, train, travel agency fee. Flight upgrades from Economy Class are not allowed.	Expense

Miscellaneous

Date	Description – baggage fee, registration, parking, gas. Personal expenses such as laundry, alcohol, personal phone calls, are not allowed.	Expense

Meals – Enter the actual amount you spent on each meal in the boxes below. You may not claim straight per diem, only the actual cost of the meal. The actual amount entered may not exceed the maximum allowed for that meal based on your travel destination.

•If the meal was provided as a part of the event or conference, please indicate in the box under the specific meal.

Date	Breakfast Expense	Lunch Expense	Dinner Expense

SIGNATURES

Traveler: _____

Date: _____