



Brenau University

Brenau University Travel Voucher

A travel voucher is used to reimburse an employee for out of pocket travel expenses. **Do NOT use this form for expenses paid for by a Brenau Purchasing Card.** **Receipts must accompany each listed item with the exception of mileage.

EMPLOYEE NAME: _____ DEPARTMENT: _____ CHARGE ACCT: _____

PURPOSE OF TRAVEL: _____ APPROVED PO#: _____

COMMON CARRIER EXPENSE:

DATE: _____ NAME OF AIRLINE: _____ FLIGHT #: _____ **TOTAL AIRFARE:** _____

AUTOMOBILE EXPENSE (ATTACH ADDITIONAL DETAIL IF NEEDED):

DATE	DESTINATION	BEGINNING ODOMETER	ENDING ODOMETER:	MILES:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL MILES: _____

REIMBURSEMENT PER MILE **\$0.545**

TOTAL MILEAGE COST _____

HOTEL EXPENSE:

HOTEL NAME: _____ CHECK IN: _____ CHECK OUT: _____ **TOTAL HOTEL COST** _____

MEAL EXPENSE (ATTACH ADDITIONAL DETAIL IF NEEDED):

DATE	BREAKFAST	LUNCH	DINNER:	TOTAL:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL MEAL EXPENSE: _____

MISCELLANEOUS EXPENSES (EXPLAIN IN DETAIL):

TOTAL MISC COST: _____

TOTAL TO BE REIMBURSED: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR APPROVAL: _____ DATE: _____

VICE PRESIDENT APPROVAL: _____ DATE: _____

Executive VP & CFO APPROVAL (over \$1K): _____ DATE: _____