

## INSTRUCTIONS FOR FILLING OUT THE TRAVEL VOUCHER

1. The traveler's name.
2. The traveler's EKU ID number. If no ID number has been assigned, leave blank.
3. The EKU Department the traveler works for or, for non-employees, the department that has authorized the travel.
4. Campus phone number or, for non-employees, home phone.
5. Campus mailing address (Ex: Coates CPO 3A). Non-employees should list the campus mailing address of the department that has authorized the travel.
6. Physical location of campus work station (Ex: Jones 212). Non-employees should list "N/A."
7. Traveler's home address.
8. Traveler's home city.
9. Traveler's home state.
10. Traveler's zip code.
11. Month in which travel occurred.
12. Day on which travel occurred. Please use a separate line for each day of travel. You may also use separate lines for single day travel if you traveled to more than one city. Use additional travel form pages as necessary.
13. The time traveler began trip.
14. The time traveler ended trip. If the trip encompassed more than one day, please list the return time on the line for the last day of travel.
15. The mileage from traveler's departure point to destination. If all travel occurred on a single day, traveler may list roundtrip mileage.
16. Any mileage driven in addition to the city to city mileage. For example, if the traveler drove from Richmond to Lexington and then drove to different locations while in Lexington, the mileage driven while in Lexington should be listed as vicinity mileage. Please give an explanation for any vicinity mileage.
17. Traveler's departure point.
18. Traveler's destination point.
19. The purpose of the trip.
20. Any parking or toll expenses paid personally by the traveler. Do not include expenses paid by pro card. Attach the original receipts to the voucher.
21. Lodging expenses paid personally by the traveler. Do not include lodging expenses paid by pro card, direct billed to the University, or prepaid by EKU. If there was no lodging expense, please provide a brief explanation (Ex: stayed w/family, lodging included in registration, paid by outside source, etc.). Attach a copy of the paid hotel folio to the voucher.
22. Meal per diem for which traveler is eligible. Traveler must be at least 40 miles one way from either home or workstation to be eligible for meals. An overnight stay is required before any meals can be claimed. The per diem for departure and return days are 23.00 (low rate)/28.00 (high rate). Away day per diem is 30.00/36.00. Deduct any meals provided for you at the applicable rate. Breakfast 7.00/8.00, Lunch 8.00/9.00, Dinner 15.00/19.00.
23. The signature of the financial manager of the budget charged.
24. The Fund code, Organization code, Account code, and Activity code that is to be charged. Organization and Account codes are required.
25. The amount that is to be reimbursed to the traveler.
26. Traveler's signature.
27. Supervisor's signature.
28. Leave blank for the use of Accounting & Financial Services.
29. Financial Manager may set a limit on the amount of reimbursement.
30. List any expenses that were paid personally by the traveler that were not listed on previous pages here. This could include airfare, taxis, registration fees, etc. Attach the original receipts to the voucher.
31. List all expenses paid by EKU pro card or check. Attach copies of paid receipts to the voucher.

If you attended a conference, workshop, or meeting, please attach a copy of the agenda to the travel voucher.

Accounting archives electronic images of all travel vouchers. To facilitate this process, all receipts smaller than 8 ½ x 11 should be taped down on a sheet of 8 ½ x 11 paper. Do not use highlighter and do not tape over any information on the receipts. Both highlighters and tape can degrade the print on the receipt to the point where it is illegible.