

Travel Expense Voucher Form Instructions

Use: To request reimbursement for expenses incurred while traveling on behalf of the University. Must be submitted within 60 days of end of travel to avoid taxation on your reimbursement.

Access: Access the form here: <http://www.siue.edu/its/ais>
Click on AIS Edwardsville E-Forms and then Travel Expense Voucher.

Department Contact and Billing Information Section:

Provide basic contact information for who to contact in case of questions or problems

Department Name Department Contact Name (can be traveler, preparer or fiscal officer)

Email Phone Box

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BP List the Budget Purpose(s) that is/are to be charged.

Object The object code that needs to be charged.

FY Fiscal year that the travel occurred in. Required if a state (72xxxx BP)
account is being charged.

Amount The dollar amount that the Budget Purpose(s) is/are to be charged. If multiple
Budget Purposes are listed, the sum of all amounts should equal the total
reimbursement amount.

Traveler Information Section: Provide information about the traveler and trip

Banner ID (800#) Email Phone Last Name First Name MI

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Purpose of Trip: Trip purpose

Date of Event: Start and end dates of trip

Transportation Used: Check all that apply

Registration: Check Yes if Registration was required for event and attach copy

Itinerary Information Section: Provide detailed itinerary information about the travel.

Date: Date travel item occurred.

Departed From: Place Departure city and state. Abbreviate if needed

Departed From Time: Time of departure

Arrived at Place: Arrival city and state. Abbreviate if needed

Arrived at Time: Time of arrival

Auto Mileage:	If personal automobile is used, note the number of miles driven between the places of departure and arrival. The reimbursement rate typically changes on July 1st. For travel prior to July, use the earlier version of the Travel Expense Voucher. Amount will auto calculate
Trans:	Cost of transportation (airfare, rental car etc)
Lodging:	Cost of lodging
Meals/Per Diem:	Enter the allowable meals or per diem amounts to be reimbursed
Other Expenses-Item:	Any other allowable expenses (uber/taxi/parking/tips etc)
Other Expenses-Amt:	Itemize the amounts for the above items
Line Totals:	No entry- calculated
Totals:	No entry- calculated
AP Use Only boxes:	Leave Blank

Page 2 Banner ID and Traveler Name are auto-populated from Page 1

Expense Justification Information Section: Provide justification for the items listed under Other Expenses. Also, use this section to provide additional information and details of the travel as needed.

Date:	Date from Page 1
Expense Item:	Item from Page 1
Amount:	Amount related to item
JPMC*:	Check box if receipts are uploaded to JPMC
Pcard Transaction #:	Please ensure accuracy. We will use this to pull your receipts directly from JPMC
Justification:	Any other notes needed

Add Screenshots section: Click on Add Screenshots button to add an additional page to capture screenshots of travel itineraries, receipts, or other pertinent information needed for travel verification.

Before pasting the screenshot, click "Edit" in the toolbar to ensure what you paste fits within the page outline. After pasting, click "All tools" in the toolbar and then scroll up to continue entry on the previous pages.

NOTE: According to Sec 5.2 (Items Billed Directly) in the "Travel Guide for University Employees", all charges billed directly to the University must be itemized and footnoted as such. Please provide the JPMC transaction number and signify if you have uploaded receipts. Attach any receipts NOT uploaded to JPMC.

Amount Not Allowed:	Leave blank unless: 1) Need to deduct itemized expenses that were paid by the University OR 2) There is a need to deduct an amount from the total due to departmental policy. If a number is entered, it should be entered as a positive number.
Amount of Request:	Do not enter any data. This is a calculated number.

Less Travel Advance:

Leave blank unless you received a travel advance from the Bursar's Office. The Travel Advance should be entered as a positive number. If the traveler has made a partial reimbursement to the Bursar's Office, the amount of the partial reimbursement should be reflected in the amount entered here (i.e., travel advance – partial reimbursement = amount entered). The amount entered should not be more than the Net Amount of Request.

If the travel advance is more than the Net Amount of Request:

- 1) Make a notation of the difference in the Justification section
AND
- 2) Enter on the Less Travel Advance line an amount up to, but not greater than, the Net Amount of Request. This amount will carry down to Amount Due University line. A check payable to the University will then be generated and will be sent to the Bursar's Office.
- 3) The difference between the actual travel advance and the amount entered on Less Travel Advance line equals the amount that the traveler must repay to the Bursar's Office.

Amount Due Traveler:

Do not enter any data. This is a calculated number. If this is a positive amount, a check or ACH will be generated to the employee.

Amount Due Univ. (Attach check)

Do not enter any data. This is a calculated number. If there is an amount in this field, a check will be generated payable to the University and forwarded to the Bursar's Office to be applied to the travel advance.

Administrative Approval Section: Acquire the appropriate administrative approvals.

Traveler Signature/Date:

Traveler must sign and date the reimbursement request.

Fiscal Officer Signature/Date/BP:

The fiscal officer or delegate must sign and date the form by the correct Budget Purpose. If more than one Budget Purpose is being charged for the expense, the fiscal officer for each Budget Purpose must sign and date the form. If the fiscal officer is responsible for more than one of the Budget Purposes being used, they only need to sign once.

Additional Approval (when appropriate)

If the fiscal officer is the traveler, the signature of the fiscal officer's departmental chair or unit officer must sign and date the form.

Routing:

PREFERRED: Save completed form, acquire all necessary digital signatures, attach supporting documentation and email to SIUEAcctsPay@siue.edu

If necessary, paper vouchers can be sent to Accounts Payable, Box 1003, but **Please do not submit both ways**