Travel Expense Voucher

PURPOSE OF THE TEV
Prepare a Travel Expense Voucher (TEV) to claim reimbursement for travel expenses, to report and account for travel advances, to authorize travel expenditures, and to account for travel supported by third parties. This document becomes the authority for the University to reimburse the traveler and debit the budget charged for the travel. It is also the official record of travel and expenses.

When to Complete a TEV
Complete a Travel Expense Voucher to:

- Account for a single trip, or
- Account for a month's travel if a traveler makes multiple trips.
- Seek reimbursement before a trip for airline tickets.

NOTE: The preferred method to purchase airfare is through the use of a Central Travel Account (CTA). See BPPM 95.04.

The Travel Expense Voucher (TEV) is intended for reimbursement of travel-related expenses. Use other procedures to claim reimbursement for nontravel expenses incurred at the official station.

TEV PROCESS
FOR EMPLOYEES
Use the electronic form (e-form) version for all WSU employees claiming travel reimbursement.

Access the TEV e-form from the WSU E-Forms website at:

public.wsu.edu/~forms/eforms.html

Receipts
All receipts and documentation associated with the e-form version TEV must be scanned and submitted as e-form attachments. (See also Records Retention for records retention requirements.)

Electronic Submittal
Electronically approve and submit the TEV to the Travel Services mailbox within the e-forms system.

In-progress and finalized e-forms are retained within the e-forms system. The department may print a PDF copy of an e-form, as needed at any point in the process.

TEV PROCESS
FOR NON-EMPLOYEES
TEV Options
For non-employee use, the TEV is available in PDF and FileMaker format on the PR&F website at:

policies.wsu.edu/prf/index/forms/
Travel Expense Voucher

Receipts
Attach all original receipts and documentation to the corresponding TEV. (See also Records Retention for records retention requirements.)

TEV Electronic Form
Travel Services allows department personnel to use the e-form to prepare TEV’s for travelers not employed by WSU (e.g., guest speakers, non-employed students). The preparer completes the e-form TEV, saves it as a draft, and then prints the form to route for signatures.

Access the TEV e-form on the WSU e-forms website at:

public.wsu.edu/~forms/eforms.html

Submittal
Complete and print the TEV, or the draft TEV e-form. Obtain written signatures (in ink) on the printed form. Attach any applicable documentation and original receipts. Submit the approved original to Travel Services in French Administration 240, mail code 1025.

DEADLINES

Submittal
When seeking reimbursement for travel expenses or accounting for a travel advance, submit the Travel Expense Voucher by the tenth day of the month after conclusion of travel.

Returning Advances
Any unexpended portion of a travel advance must be returned to WSU at the close of the authorized travel period. (SAAM 10.80.60) A University employee who does not repay an advance is considered to be in default. The University may withhold amounts due from the employee's salary or wages.

Close of Fiscal Year
All outstanding Travel Expense Vouchers which claim reimbursement or account for travel advances from state accounts must be submitted to Travel Services by the third working day of July.

COMPLETING THE TEV
Refer to the following for completion instructions for each TEV section. The reference numbers in Fig. 1 and Fig. 2 correspond to numbered instructions. See also the completed examples.

Claimant, Name, Title, Mailing Address (1)
Include the traveler's name (last name, first name), title, and mailing address. The mailing address should correspond to the traveler’s home address.
Travel Expense Voucher

Claimant, Name, Title, Mailing Address (1) Refer to the PAPR online application to verify WSU employee addresses. See BPPM 85.37 for more information about administrative computer applications.

Do not use a WSU department address.

Purpose of Trip(s) (2) Indicate the purpose or accomplishments of the trip in sufficient detail to verify that the travel was essential to carry out the necessary work of the University.

WSU ID or Social Security No. (3) Enter the WSU ID Number for a WSU employee traveler. Make sure that the number is correct and accurately entered. Entering an incorrect number can delay the traveler's reimbursement payment.

The use of a Social Security number is required for a non-employee traveler only when he or she is being reimbursed for nontravel related expenses, e.g., honorarium.

Trip Start Date (4) Indicate the start date of the travel (in MM/DD/YYYY format).

Trip End Date (5) Indicate the end date of the travel (in MM/DD/YYYY format).

Primary Destination (6) Indicate the primary destination of the travel. If there is more than one, select one as the primary destination.

Official Residence (7) Indicate the traveler's official residence (BPPM 95.01).

Preparer's Name (8) Enter the name of the individual who prepared the TEV.

Official Station (9) Indicate the traveler's official work station (BPPM 95.01).

Preparer's E-Mail (10) Enter the electronic mail address of the individual who prepared the TEV.

Preparer's Phone (11) Enter the University telephone number of the individual who prepared the TEV.
Travel Expense Voucher

Non-U.S. Citizens (12) Check if the claimant is not a citizen of the United States. Enter the appropriate visa type or immigration status if no visa has been issued. See BPPM 60.05 for immigration codes (visa types).

The department must submit a copy of a foreign visitor's immigration documentation showing the immigration status with the TEV to Travel Services. Acceptable documentation includes a copy of the visa and a copy of the passport with visible entry stamps.

Mail Code (13) Enter the mail code of the department initiating the TEV.

TA Number (14) The department may leave the block blank or enter a departmental reference number. This number will appear as the reference number on the budget statement and the online Account Balances/Detail application.

Trip Information (15) Complete all columns.

Enter the time of departure and arrival, rounded to the nearest hour. Designate "a.m." or "p.m." as appropriate.

When leave of any kind is taken while in travel status, the exact hour of departure and return to duty must be shown on the voucher. Travel reimbursement is not allowed for absence periods. Transportation to and from the duty station in such cases is not allowed. See also BPPM 95.17 and 95.18.

Food and Lodging 16) See also BPPM 95.06. See BPPM 95.19 for rates.

Meals Enter the location (city) and appropriate rate for each meal obtained while on travel status. Meal reimbursement cannot exceed maximum meal rates for the location.

Meal Costs Not Exceeding Allowable Rates Included in Conference Registration Fee If a conference registration fee includes the cost of meals that do not exceed the allowable meal rates for the area, clearly indicate which meals are included. Enter "*inc/reg" under Location and "*Meals included in conference registration" under Travel Details.

Conference Meal Costs Exceed Allowable Meal Rates If the cost of meals as itemized in the conference literature exceeds the allowable meal rates for the area (BPPM 95.19), the traveler pays the difference between the itemized meal cost and the allowable meal rate (SAAM 10.40.40).

Lodging Enter the actual cost of lodging or the allowable rate, whichever is less, under Room. Reimbursement may not exceed the established maximum rate for the location. See BPPM 95.19 for lodging rates.

Attach lodging receipts to the TEV (see Receipts).
Travel Expense Voucher

Lodging (cont.) If a conference registration fee includes the costs of meals and lodging do not itemize the costs of meals and lodging in the voucher. Clearly indicate that meals and lodging are included in the registration fee.

Automobile (17) See also BPPM 95.11. Apply the private vehicle mileage rate shown in BPPM 95.19. (The electronic version TEV should provide the correct rate.)

Determine point-to-point in-state mileage using actual odometer readings or by referring to the mileage chart the highway mileage chart on the Washington State Department of Transportation's Mileage Chart website, at:

www.wsdot.wa.gov/Publications/HighwayMap/Mileage/default.htm

Use a standard highway map or guide or odometer readings to determine point-to-point out-of-state mileage.

Use the automobile odometer to determine vicinity mileage.

NOTE: If odometer readings are used for all distances it is not necessary to enter separate figures for point-to-point and vicinity mileage. Enter a total daily mileage under **Point-to-Point**.

### Fig 2

#### Daily Commute Expenses

Transportation expenses for daily commuting between an employee's official residence and an official duty station are the traveler's responsibility and not reimbursable. This restriction applies whether or not the employee is working during hours or days outside of his or her normal schedule.

When an employee is assigned to work at more than one location within her or his official duty station, the local miles driven between the work locations are reimbursable.
Travel Expense Voucher

### Daily Commute Expenses (cont.)
See the chart on the Travel Services Rental Car and Private Auto website for further information:

[travel.wsu.edu/cars.html#personalCar](http://travel.wsu.edu/cars.html#personalCar)

### Lodging Exception (18)
Check the box and select the appropriate rule to authorize payment of more than the standard allowable lodging rate in accordance with the procedure in BPPM 95.06 and indicate the exception rule.

### Travel Details (19)
When two or more travelers ride in one car and/or stay in the same room, each traveler must indicate the name(s) of the other employees.

If actual odometer readings are used to determine private vehicle mileage (rather than maps or guides), so indicate.

Enter an explanation under Travel Details when justifying an unusual travel expenditure or requesting an exception to usual University policy.

### Other Expenses (20)
See also BPPM 95.08.

Itemize incurred miscellaneous expenses in this section.

### Receipts
Attach required scanned or paper original receipts to the Travel Expense Voucher (see also Receipts).

### Lodging
Scanned or paper original receipts are required for lodging expenditures.

### Miscellaneous
Scanned or paper original receipts are required for the following types of miscellaneous expenditures:

- Transportation when a CTA is not used. Submit tickets or stubs as well as receipts
- Rental car
- Conference registration when paid by the traveler
- Rental space for a travel trailer or camper
- Laundry and/or dry cleaning
- Motor Pool car expenses
- Rental car gasoline receipts exceeding $50 paid by the traveler
- Miscellaneous travel-related expenses exceeding $50 paid by the traveler
Travel Expense Voucher

Miscellaneous (cont.)

NOTE: Do not request reimbursement on a Travel Expense Voucher for supply purchases exceeding $50 plus applicable tax. Use standard purchasing procedures to purchase such items (see BPPM Chapter 70).

Lost, Misplaced, Missing, or Inadequate Receipts

If a receipt is unavailable, lost, or inadequate the traveler must submit a completed and signed Receipt Affidavit to Travel Services. After verification, Travel Services may approve reimbursement on an exception basis.

NOTE: To electronically submit a TEV, the department must scan and attach the completed Receipt Affidavit form within the WSU E-Forms System. If a scanner is not available, the department must print and submit a paper TEV with the applicable affidavit attached.

Total Travel Expense (21)
Indicate the amount of the total travel expense.

Controller Correction (22)
If Travel Services finds an error in the completed Travel Expense Voucher, Travel Services may adjust the amount due by an amount equal to or less than $50. Forms containing errors amounting to more than $50 are returned to the originating department for correction and reprocessing. Travel Services provides an explanation for the correction in Comments.

Reimbursement Limit (23)
If total reimbursement is to be limited to a specific amount, indicate that figure in this block. This figure must have been indicated on a Travel Authority issued prior to travel.

Less Travel Advance (24)
Enter the amount of any travel advance associated with this travel.

Due WSU (25)
If the travel advance amount exceeds Total Travel Expense (or the reimbursement limit if applicable), enter the amount due WSU. Staple a check from the traveler to the TEV. The check is to be payable to WSU. Travel Services does not accept cash.

Amount Due Claimant (26)
If the travel advance is less than Total Travel Expense (or the reimbursement limit if applicable), enter the amount due the claimant.

Account Code (27)
Enter the complete account coding for the account(s) that are assuming the indicated expenditures. Do not enter the total amount. Travel Services distributes the total amount to the appropriate subobjects.

Account Code (27) (cont.)
If more than one account supports the travel, indicate the amount to be charged to each account.
Travel Expense Voucher

Sponsored Project
Check this box if any supporting budget for the travel is in programs 11-14.

Certification and Approval (29)

Claimant's Signature
Read the statement carefully. The claimant must sign using the authorized electronic approval process or print the completed form and sign in ink to receive reimbursement.

Approved for Payment
A traveler may not approve a TEV for his or her own University travel.

Supervisor
The Travel Expense Voucher must be approved by an individual who supervises the WSU employee traveler.

NOTE: The Expenditure Authority signs as both Expenditure Authority and Supervisor for travelers not employed by WSU.

Expenditure Authority
An individual who has expenditure authority for the supporting account also approves the TEV (BPPM 70.02).

If the supervisor has expenditure authority for the supporting account, he or she may sign as supervisor and expenditure authority, signing in both locations.

Additional Signatures (30)
If additional supervisor and/or expenditure authority signatures are required, check the indicated box under Certification and Approval. Add the appropriate signatures to page two of the TEV.

RECORDS RETENTION

Travel Services
Travel Services is responsible for either of the following:

- Retaining the paper version TEV and original paper receipts and documentation for the full retention period of the TEV (see BPPM 90.01).

- Ensuring that scanned images of the receipts and documentation and the e-form version TEV are kept in the WSU E-Forms System for the full retention period of the TEV.

Department
The department submitting scanned receipts with an electronic TEV is responsible for retaining the paper originals for the full retention period of the Travel Expense Voucher (see BPPM 90.01). The department is to ensure that a given receipt is not submitted for reimbursement more than once.
Travel Expense Voucher

NOTE: A department may retain scanned receipt images as the originals, in place of the paper receipts, **if the department is able to ensure** that the scanner used produces images that meet state records management requirements. See *BPPM 90.21* for further information regarding imaging University records and a link to the state requirements.

A department submitting a reimbursement request for a nonemployee attaches the original receipts to the paper version TEV sent to Travel Services.

**DIRECT DEPOSIT**

A WSU employee may authorize Travel Services to deposit his or her travel reimbursement in any U.S. bank that is a member of an automated clearinghouse. See *BPPM 95.21* for direct deposit request procedures.

**TEV EXAMPLES**

- Figure 3 – In-State Travel, High Cost
- Figure 4 – Out-of-State Travel
- Figure 5 – High Cost, No Lodging
- Figure 6 – Out-of-State Travel, High Cost
- Figure 7 – High Cost, Annual Leave, etc.
- Figure 8 – Conference-Supplied Meal, High Cost
- Figure 9 – In-State Travel, High Cost, Reimbursement Limit
- Figure 10 – Foreign Travel, High Cost
- Figure 11 – Foreign Travel, High Cost
- Figure 12 – Student Travel
- Figure 13 – Applicant Travel
Travel Expense Voucher

Example: In-state travel—Traveler drove a pool car to Spokane and flew to Seattle.

TRAVEL EXPENSE VOUCHER

WASHINGTON STATE UNIVERSITY
PULLMAN, WA 99164-1025

CONTROLLER’S OFFICE USE ONLY

DATE PAID TO FOR
AMOUNT

I claim the exception to the maximum lodging amount and certify that the following exception condition per BPPM 95.06 exists:

Rule No.

OTHER EXPENSES — Attach Required Receipts

DATE PAID TO FOR
AMOUNT

CERTIFICATION AND APPROVAL

I certify, under penalty of perjury, that the travel listed above was official University business and that expenses listed were appropriate in the conduct of this business. The most economical means available were used to accomplish this business unless personal safety would have been compromised. Other than as described above, I have not received nor will I receive other reimbursement for these expenses.

TOTAL TRAVEL EXPENSE

TOTAL AMOUNT DUE

Check if any supporting budget is in programs 11-14.

Check if additional signatures are required. See page 2.

WSU is requiring that non-WSU individuals requesting nontravel payment from WSU disclose social security number or employer ID number (EIN) pursuant to Section 6109 of the Internal Revenue Code. *

Figure 3
Travel Expense Voucher

Example: Out-of-state travel.

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**Figure 4**
Travel Expense Voucher

Example: No commercial lodging was involved in 02/17 – 02/20 travel.

<table>
<thead>
<tr>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
<th>DEPART</th>
<th>RETURN</th>
<th>LOCATION</th>
<th>RATE</th>
<th>AMOUNT</th>
<th>LOCATION</th>
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<th>PER DAY</th>
<th>TOTAL PER DAY</th>
</tr>
</thead>
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<td>PULLMAN</td>
<td>SEATTLE</td>
<td>8 AM</td>
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</tr>
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<td></td>
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<td>71.00</td>
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<td></td>
<td>71.00</td>
<td>71.00</td>
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TRAVEL DETAILs
No lodging cost for 2/17-2/20 travel

OTHER EXPENSES — Attach Required Receipts

<table>
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<tr>
<th>DATE</th>
<th>PAID TO</th>
<th>FOR</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

ACCOUNT CODE

CERTIFICATION AND APPROVAL

OTHER TRAVEL EXPENSE

Controller Correction (see comments above)

Controller Correction (see comments above)

Amount Due (enclose check)

Amount Due (enclose check)

*WSU is requiring that non-WSU individuals requesting non-travel payment from WSU disclose social security number or employer ID number (EIN) pursuant to Section 6109 of the Internal Revenue Code.

When required, WSU will use disclosed social security numbers for IRS reporting purposes only.

Figure 5
## Travel Expense Voucher

**Example: Trip to a high-cost area**

### Claimant Name, Title, Mailing Address
WSU Traveler, Traveler’s title
WSU Traveler, Traveler’s title

**Travel Services**
509-335-2345

**Travel Expense Voucher**

<table>
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<tr>
<th>PAYMENT REQ. NO.</th>
<th>FUND SUB.</th>
<th>PROG BUDGET</th>
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**DATE FROM TO**

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**Food & Lodging**

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**Mileage**

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**Costs**

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**Travel Expenses**

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<tr>
<th>AMOUNT DUE</th>
</tr>
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<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Certification and Approval**

I certify, under penalty of perjury, that the travel listed above was official University business and that expenses listed were appropriate in the conduct of this business. The most economical means available were used to accomplish this business unless personal safety would have been compromised. Other than as described above, I have not received nor will I receive other reimbursement for these expenses.

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**Travel Details**

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<tr>
<th>DATE</th>
<th>TIME</th>
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<tbody>
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**Account Code**

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**Other Expenses**

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<tbody>
<tr>
<td></td>
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</table>

**Report ID**

22024

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*WSU is requiring that non-WSU individuals requesting nontravel payment from WSU disclose social security number or employer ID number (EIN) pursuant to Section 6109 of the Internal Revenue Code. When required, WSU will use disclosed social security numbers for IRS reporting purposes only.*

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**Figure 6**
Travel Expense Voucher

Example: This example includes a trip to a high-cost area, annual leave in travel status, and several other details. This example includes a second page attachment to cover all of the trip details.

NOTE: All amounts listed on the second page are included in the totals shown on the first page.
Travel Expense Voucher

Example (continued)—If the Travel Expense Voucher requires more than one page, complete the second page attachment. If the **Other Expenses** section is not large enough, attach a separate sheet with the expense detail.

![Travel Expense Voucher](image)

Figure 7 (cont.)
Travel Expense Voucher

Example: This example includes deductions for conference-supplied meals, high-cost area travel, and out-of-state travel.

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### TRAVEL EXPENSE VOUCHER

<table>
<thead>
<tr>
<th>TRIP INFORMATION</th>
<th>FOOD AND LODGING</th>
<th>AUTOMOBILE MILEAGE</th>
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</thead>
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<tr>
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</tr>
<tr>
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<td>Pullman</td>
<td>Washington, DC</td>
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<tr>
<td>04/07/2014</td>
<td>Washington, DC</td>
<td>San Diego, CA</td>
</tr>
<tr>
<td>04/08/2014</td>
<td>San Diego, CA</td>
<td>Pullman</td>
</tr>
</tbody>
</table>

**TOTALS:**

- 1,688.00 (104.4)
- 85.00
- 1,753.12

### OTHER EXPENSES

- Attachment Required

### TRAVELER DETAILS

- Claimant Name: Agnes Jones
- Official Residence: Pullman, WA
- Official Title: Traveler
- Official Station: Washington, D.C.
- OFFICIAL ADDRESS: 1234 5th Street
- WSU ID: 12345678
-ואו, פאלאנס, צ'כיה
- E-mail: jonesa@wsu.edu
- PHONE: 336-2345

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*WSU is requiring that non-WSU individuals requesting nontravel payment from WSU disclose social security number or employer ID number (EIN) pursuant to Section 7010 of the Internal Revenue Code. When required, WSU will use disclosed social security numbers for IRS reporting purposes only.*
Travel Expense Voucher

Example: In-state travel—The traveler stayed in a high-cost area for part of the trip. The department administrator limited the total reimbursement to $650 on the Travel Authority completed prior to the trip.

### Travel Expense Voucher

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<thead>
<tr>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
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<th>LOCATION</th>
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### TOTALS

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<td></td>
<td></td>
</tr>
</tbody>
</table>

### AUTOMOBILE

- State car license #EPR 879

### TRAVEL DETAILS

- Pulled out

### ACCOUNT CODE

- Check if any supporting budget is in programs 11-14.

### CERTIFICATION AND APPROVAL

- Check if additional signatures are required.
- Check if any supporting budget is in programs 11-14.

### TOTAL TRAVEL EXPENSE

- 650.00

### Less Travel Advance

- 650.00

### AMOUNT DUE CLAIMANT

- 650.00

* WSU is requiring that non-WSU individuals requesting non-travel payment from WSU disclose social security number or employer ID number (EIN) pursuant to Section 6109 of the Internal Revenue Code. When required, WSU will use disclosed social security numbers for IRS reporting purposes only.

---

**Figure 9**
Travel Expense Voucher

Example: Foreign travel—high cost.

<table>
<thead>
<tr>
<th>Date</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Depart Pullman for Seattle 4 p.m. Allowed high-cost Seattle rate for dinner plus actual lodging.</td>
</tr>
<tr>
<td>02</td>
<td>Depart Seattle for Paris 7 a.m. after breakfast. Receive the Paris rate for meals while enroute.</td>
</tr>
<tr>
<td>03</td>
<td>Arrive Paris 8 a.m. Depart Paris for Amman 5 p.m. Receive breakfast and lunch at the Paris rate.</td>
</tr>
<tr>
<td>04</td>
<td>Arrive Amman 1 a.m. Obtain lodging, which is recorded for the 3rd. Obtain breakfast, lunch, and dinner at the Amman meal rate. Lodging for the evening of the 4th is recorded here.</td>
</tr>
<tr>
<td>05</td>
<td>Depart Amman at 5 a.m. for Petra.</td>
</tr>
<tr>
<td>06</td>
<td>In Petra. Same rate as the 5th.</td>
</tr>
<tr>
<td>07</td>
<td>Depart Petra for Amman at 8 a.m. Dinner furnished.</td>
</tr>
<tr>
<td>08</td>
<td>Depart Amman for Seattle at 12 midnight. Arrive in Seattle at 8 p.m. Receive Seattle meal reimbursement rate while enroute. Obtained commercial lodging in Seattle.</td>
</tr>
<tr>
<td>09</td>
<td>Depart Seattle for Pullman at 10 a.m. Arrive in Pullman at 1 p.m. Allowed Seattle breakfast rate. Allowed Pullman rate enroute for lunch.</td>
</tr>
</tbody>
</table>
Travel Expense Voucher

Example: Foreign Travel—high cost

<table>
<thead>
<tr>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
<th>DEPART</th>
<th>RETURN</th>
<th>BREAKFAST LOCATION</th>
<th>RATE</th>
<th>LUNCH LOCATION</th>
<th>RATE</th>
<th>DINNER LOCATION</th>
<th>RATE</th>
<th>ROOM RATE</th>
<th>TOTAL FOOD &amp; LODGING</th>
<th>TOTAL MILEAGE</th>
<th>TOTAL AUTOMOBILE COSTS</th>
<th>TOTAL PER DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/10</td>
<td>Pullman</td>
<td>Seattle</td>
<td>3:00 PM</td>
<td>9:00 AM</td>
<td>Seattle, WA</td>
<td>30.00</td>
<td>Seattle, WA</td>
<td>30.00</td>
<td>Pullman, WA</td>
<td>30.00</td>
<td>30.00</td>
<td>30.00</td>
<td>30.00</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>05/10</td>
<td>Seattle</td>
<td>11:00 AM</td>
<td>4:00 PM</td>
<td>9:00 AM</td>
<td>London, GBR</td>
<td>32.00</td>
<td>London, GBR</td>
<td>32.00</td>
<td>London, GBR</td>
<td>32.00</td>
<td>32.00</td>
<td>32.00</td>
<td>32.00</td>
<td>32.00</td>
<td></td>
</tr>
<tr>
<td>05/11</td>
<td>London</td>
<td>4:00 PM</td>
<td>9:00 AM</td>
<td>4:00 AM</td>
<td>London, GBR</td>
<td>44.50</td>
<td>London, GBR</td>
<td>44.50</td>
<td>London, GBR</td>
<td>44.50</td>
<td>43.40</td>
<td>183.00</td>
<td>43.40</td>
<td>183.00</td>
<td></td>
</tr>
<tr>
<td>05/12</td>
<td>Maseru</td>
<td>12:00 PM</td>
<td>9:00 AM</td>
<td>4:00 AM</td>
<td>London, GBR</td>
<td>14.00</td>
<td>London, GBR</td>
<td>14.00</td>
<td>London, GBR</td>
<td>14.00</td>
<td>14.00</td>
<td>14.00</td>
<td>14.00</td>
<td>14.00</td>
<td></td>
</tr>
<tr>
<td>05/13</td>
<td>Maseru</td>
<td>12:00 PM</td>
<td>9:00 AM</td>
<td>4:00 AM</td>
<td>Maseru, LSO</td>
<td>12.00</td>
<td>Maseru, LSO</td>
<td>12.00</td>
<td>Maseru, LSO</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
<td></td>
</tr>
<tr>
<td>05/14</td>
<td>Maseru</td>
<td>12:00 PM</td>
<td>9:00 AM</td>
<td>4:00 AM</td>
<td>Maseru, LSO</td>
<td>12.00</td>
<td>Maseru, LSO</td>
<td>12.00</td>
<td>Maseru, LSO</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
<td></td>
</tr>
<tr>
<td>05/15</td>
<td>Maseru</td>
<td>12:00 PM</td>
<td>9:00 AM</td>
<td>4:00 AM</td>
<td>Maseru, LSO</td>
<td>12.00</td>
<td>Maseru, LSO</td>
<td>12.00</td>
<td>Maseru, LSO</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
<td></td>
</tr>
<tr>
<td>05/16</td>
<td>Maseru</td>
<td>12:00 PM</td>
<td>9:00 AM</td>
<td>4:00 AM</td>
<td>Maseru, LSO</td>
<td>12.00</td>
<td>Maseru, LSO</td>
<td>12.00</td>
<td>Maseru, LSO</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
<td>12.00</td>
<td></td>
</tr>
<tr>
<td>05/17</td>
<td>Zurich</td>
<td>4:00 PM</td>
<td>9:00 AM</td>
<td>4:00 AM</td>
<td>Zurich, CHE</td>
<td>79.65</td>
<td>Zurich, CHE</td>
<td>79.65</td>
<td>Zurich, CHE</td>
<td>79.65</td>
<td>79.65</td>
<td>79.65</td>
<td>79.65</td>
<td>79.65</td>
<td></td>
</tr>
<tr>
<td>05/18</td>
<td>Zurich</td>
<td>12:00 PM</td>
<td>9:00 AM</td>
<td>4:00 AM</td>
<td>Zurich, CHE</td>
<td>44.00</td>
<td>Zurich, CHE</td>
<td>44.00</td>
<td>Zurich, CHE</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td>44.00</td>
<td></td>
</tr>
<tr>
<td>05/19</td>
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<td>11:00 AM</td>
<td>9:00 AM</td>
<td>4:00 AM</td>
<td>Pullman, WA</td>
<td>14.00</td>
<td>Pullman, WA</td>
<td>14.00</td>
<td>Pullman, WA</td>
<td>14.00</td>
<td>14.00</td>
<td>14.00</td>
<td>14.00</td>
<td>14.00</td>
<td></td>
</tr>
</tbody>
</table>

Figure 11

**Date** | **Explanation**
--- | ---
10 | Depart Pullman for Seattle at 3 p.m. Depart Seattle for London at 11 p.m. Allowed high-cost Seattle meal rate for dinner.
11 | Arrive London at 4 p.m. Receive London meal rate while enroute.
12 | Depart London for Maseru at 5 p.m. Receive Maseru meal rate for dinner.
13 | Arrive Maseru at 12 noon.
14-16 | In Maseru. Rate the same as the 13th.
17 | Depart Maseru for Zurich at 4 p.m. Receive Zurich meal rate for dinner.
18 | Arrive in Zurich at 10 a.m. Allowed daily meal rate plus actual lodging expenses, not to exceed the maximum rate.
19 | Depart Zurich for Pullman at 5 a.m. Receive Pullman meal rate while enroute.
Travel Expense Voucher

Example: This student traveled to Coulee City on a field trip for a geology course. Complete a separate Travel Expense Voucher for each student. See BPPM 95.13 for more information about student travel.
Travel Expense Voucher

Example: Applicant travel—Applicant and spouse expenses and speaker fees are on the same form. See BPPM 95.14 for a complete discussion of applicant travel.

<table>
<thead>
<tr>
<th>TRIP INFORMATION</th>
<th>FOOD AND LODGING</th>
<th>AUTOMOBILE</th>
<th>TOTAL PER DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>FROM TO</td>
<td>DEPART RETURN</td>
<td>LOCATION RATE</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>05/15</td>
<td>BOSTON</td>
<td>FULLMAN</td>
<td>6 AM</td>
</tr>
<tr>
<td>05/16</td>
<td>PULLMAN</td>
<td>SPokane</td>
<td>7 AM</td>
</tr>
<tr>
<td>05/17</td>
<td>SPokane</td>
<td>BOSTON</td>
<td>7 AM</td>
</tr>
</tbody>
</table>

**OTHER EXPENSES**
- Parking: PARKING GARAGE 45.00
- Speaker fees: Applicant Traveler 400.00

**ACCOUNT CODE**
- 01S 1224 0001
- 17A 1224 0004

**CERTIFICATION AND APPROVAL**
I certify, under penalty of perjury, that the travel listed above was official University business and that expenses listed were appropriate in the conduct of this business. The most economical means available were used to accomplish this business unless personal safety would have been compromised. Other than as described above, I have not received nor will I receive other reimbursement for these expenses.

**TOTAL TRAVEL EXPENSE**
873.60

**Due WSU**
(please check)

**Amount Due Claimant**
873.60

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*WSU is requiring that non-WSU individuals receiving non-travel payment from WSU disclose social security number or employer ID number (EIN) pursuant to Section 6109 of the Internal Revenue Code.

When required, WSU will use disclosed social security numbers for IRS reporting purposes only.*