

# Travel Expense Voucher

Submit by 15<sup>th</sup> of month following completion of trip.

Date

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Of

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Traveler's Department	<b>Geology &amp; Geophysics</b>	Expense Voucher Contact Person	Phone
Destination:		Contact Email:	
Purpose of Trip			
For interviewee reimbursement, title of position interviewed for:			
Miscellaneous and unusual items—Explain:			

	<b>TOTAL</b>
Amount=	

Transportation:		To City		Amount=
Automobile: City	Total Miles		34cents per mile	

REGISTRATION FEES: (Itemize expenses included in Registration Fee—Attach receipt)			
Meals			
Lodging			
Other		Registration Fee Only	
Registration Paid with LaCarte Card? Yes	No	(if yes, BF Number _____)	

You **MUST** attach receipts for lodging, meals over routine allowance, transportation, registration fee, parking over \$4.99, taxiover \$14.99.

Daily Dates of Travel	Time of Departure From Domicile	Time of Return To Domicile	MEALS (Including Tips)			Lodging	Limousine Taxi or Bus	Parking Storage Tolls	Baggage Tips \$1/bag	Business Calls
			Breakfast	Lunch	Dinner					

I certify that the expenses claimed on this voucher were incurred for University business.	Address -- (except employees & students)	<b>TOTAL THIS PAGE</b>
		<b>TOTAL ALL PAGES</b>
		<b>*LESS ADVANCE</b>
		DUE:    LSU       Traveler    X
Traveler's Signature		Travel Advance Enc#
		<b>*MAPPING</b>
Payee's name—Typed or Printed	Date	Social Security Number
		<b>ACCOUNT:</b>

<b>Approved:</b>	<b>Account No.</b>	<b>Trans. Type</b>	<b>Object Code</b>	<b>Sub Object</b>	<b>Project</b>	<b>Amount</b>
<b>Immediate Supervisor</b>						
<b>Other (optional)</b>	<b>Audited:</b>				<b>Control Group Number</b>	