

TRAVEL REQUISITION AND EXPENSE VOUCHER

Date _____

Employee #		Employee Name	
Destination			
Depart Date		Return Date	
Purpose of Trip			

1 Advance	
2 Mileage (Total miles from detail) @ \$0.56 per mile --- Need to provide detail below	
3 Bridge Tolls, Parking (List)	
4 Rail, Air, Bus, etc. Tickets	
5 Hotel, Motel, etc.	
6 Meals (Including Tips)	
7 Convention Fees, etc.	
8 Other (not include tips, refreshments, etc.)	
TOTAL EXPENSED BY TRAVELER	
LESS: Advance	
Refund Due to NDNU	
Refund Due to Employee	

Mileage Detail: (Google Map or Mapquest must be attached)

Date	Purpose of Trip	Departure Place & Time	Destination	Return Place & Time	Miles	Total Amount
Total - Mileage						

Parking & Toll Detail:

Date	Purpose of Trip	Departure Place & Time	Destination	Return Place & Time	Type	Total Amount
Total - Parking & Tolls						

General Ledger Account _____

Budget Officer Signature _____

Employee Signature _____

Budget Officer Name _____