

Auburn University Travel Vouchers

[Back to Index Page](#)

Approver's comment is required.

Travel Voucher ID: T0224709

* Marks required fields.

Traveler's Banner/User ID *

904149683

Traveler's Name * : Avinash Baskaran

Traveler's Email * : azb0180@auburn.edu

Traveler's Supervisor * : Chad Rose (CGR0002)

Traveler's Title - Mechanical Engineering GRA

Preparer's Name * : Kayla Goldman

Preparer's Email * : klg0073@auburn.edu

Traveler's Address in Banner *

351 East Longleaf Drive Plano, TX 36832
[LO-2]

Traveler's Dept Name *

Mechanical Engineering

Traveler's Office Phone * : 8444820

Airline Used *

N/A

Preparer's Dept Name *

Mechanical Engineering

Preparer's Office Phone * : 8443320

Airport or City where flight originated *

N/A

Airport or City where flight ended *

N/A

City where car originally rented *

N/A

City where car was returned *

N/A

Type of Travel *

In-State Overnight

Car Rental Used *

N/A

Hotel/Lodging Used *

N/A

Non-US Traveler * Mileage Rate Per Mile *

No 2022 Rate (0.585)

Purpose of Trip *

NASA MSFC Visit

Itinerary/Additional Comments *

Departed Auburn on June 11, 2022 at 6:00 AM

Attended the NASA Marshall Space Flight Center in Huntsville, AL from 6/11-6/15

Arrived back in Auburn on June 15, 2022 at 8:00 PM

Expense Table

Date -->	Saturday Jun, 11 2022	Sunday Jun, 12 2022	Monday Jun, 13 2022	Tuesday Jun, 14 2022	Wednesday Jun, 15 2022				
Departure Time	6:00 AM								
Return Time					8:00 PM				
Miles Driven	212				212				total 424/\$248.04
Ovrnght In-State Per Diem	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00				total \$500.00
Same Day Meals									total \$0.00
Out-of-State Breakfast*									total \$0.00
Out-of-State Lunch*									total \$0.00
Out-of-State Dinner*									total \$0.00
Out-of-State Lodging**									total \$0.00
Airfare**									total \$0.00
Checked Baggage Fee**									total \$0.00
Rental Car**									total \$0.00
Taxi, Bus, Parking**									total \$0.00
Registration Fees**									total \$0.00
Guest Meals***									total \$0.00
									total \$0.00
Add Row If Expenses are not listed	total \$224.02	total \$100.00	total \$100.00	total \$100.00	total \$224.02	total \$0.00	total \$0.00	total \$0.00	total \$748.04

*Actual cost of meals up to \$34 no receipts required; Up to \$60 per day with itemized receipts.

**original itemized receipts required

***provide business purpose,place of meeting,names & relationship to AU

Funding Table (At least one funding source is required)

#	Fund *	Orgn *	Acct *	Prog *	Actv	Amount *	Instructions
1	245876	130601	70265	2002		\$748.04	<ul style="list-style-type: none">• If claiming less than in state per diem rate please note in Itinerary/Additional Comments.• If airfare is paid using personal credit card, statement showing charge is required.• If non preferred car rental company is used please explain in Itinerary/Additional Comments.• Common Account Codes - 70250 - Individual Travel Airfare; 70260 - Individual Foreign Travel; 70265 - Individual In-State Travel; 70270 - Individual Out-of-State Travel; 70275 - Indiv Registration Fee-Non Travel; 70280 - Individual Registration FeeTravel; 70285 - Individual Same Day Meal Allowance; 70290 - Individual Vehicle Rental; 70360 - Guest Meals
Fund-UAH-2020-1261-FELLOW-AB; Orgn-Mechanical Engineering; Acct-Individual In-State Travel; Prog-Sponsored Research Applied							
2							
3							
4							
5							
6							
7							
8							
					Total:	\$748.04	

Paid Table The below fields are only required if you have already paid part of your expenses using a different method of payment.

Items listed in this table should NOT also be listed in the Expense Table.

#	Expense Item *	Amount *	Doc/Check# /Voucher ID *	Purchase Card Date (MM/DD/YYYY)	Other - Please explain characters remaining 255
1					
2					
3					
4					
Total:		\$0.00			

Documentation is Required *

Documents that have been uploaded.			
File Name	Upload Date	Comments	
Avinash_NASA_Travel.pdf	06-28-22 08:35:01		

Waiting on Approval from (if in multiple queues, approved in the order listed below)

Avinash Baskaran Level 1 approver in queue Traveler [paye] since 06/28/2022 08:35 AM

I certify that this is a true and accurate report of expenses incurred by Avinash Baskaran (904149683) while traveling on official AU business.

Approver's comments *

Approved

Depending on the Funding being charged there may be several approvals required before this Voucher is procssed.
Basic Approval Routing : Preparer -> Traveler -> Supervisor -> Orgn Code Approver -> PBS

Route voucher for additional approval. (Not Required)

Comma delimited list of AU User IDs/Banner 90 numbers.

(Use this option to route the voucher to individuals other than the traveler,traveler's supervisor, and Orgn Code Approver)

Validate Additional User List

Approve Voucher For Payment

Return Voucher For Revision

Conversation Comments: (Enter Questions/Answers/Additional Audit information here instead of emailing)

Conversation characters remaining 3800

Select who should receive the conversation notification. To post additional audit data without sending email do not select names in the list below.

☐ Kayla Goldman [Preparer]

Send Message

[Extract data to Spreadsheet](#) - [Generate Voucher as a PDF](#)