

Sheet1

The University of Mississippi Travel Reimbursement Voucher				Employee e-mail	Trip #		22			
				new@gmail.co		**SAP Personnel # is required				
A	CONTACT	Contact Person:	4	Dept Name	4	Pers #				
		Purpose and Place of Trip:		Meeting:	Time	Date	Accompanied By:	Phone #		
		S		Began @	02:00AM	###				
				Ended @	03:00AM	###				
B	DAILY TRAVEL EXPENSES	Date						Totals		
		1 Actual Meal Expenses: This is not a "Per Diem". You have to itemize per day the actual meal expense								
		a.	Breakfast						0.00	
		b.	Lunch						0.00	
		c.	Dinner						0.00	
		Daily Meal Totals		0.00	0.00	0.00	0.00	0.00	0.00	
		2	Lodging*						0.00	
		Total Meals and Lodging							0.00	
		3	Meal Tips (not to exceed 20%)						0.00	
		4	Taxi*						0.00	
		5	Parking, Tolls*						0.00	
		6	Gasoline*						0.00	
		7	Business Calls*						0.00	
		Total Other							0.00	
C	TRANSPORTATION	Personal Car						Airfare*	Rental Car*	Bus/Train*
		C	Date	From	To	Mileage	Amount			
		1					0.000			
		2					0.000			
		3					0.000			
		4					0.000			
		5					0.000			
		6					0.000			
		7					0.000			
		8					0.000			
9	Insert total dollar amount from mileage Worksheet in this row									
Totals						0.00	0.00	0.00	0.00	
D	EXPENDITURES	Registration Fees		Other Reimbursable Expenses						
		Date	Description	Amount	Date	Description	Amount			
		1	Conference Fee*							
		2	Banquet Fee*							
		3	Dues*							
		4								
Total Fees		0.00	Total Other Expenses		0.00					
E	COMMENTS	4						H Total Expenses	0.00	
								I Exchange Rate**	1.0	
F	APPROVAL	CERTIFICATION: SUBJECT TO ANY DIFFERENCES DETERMINED BY AUDIT, I CERTIFY THAT THE ABOVE AMOUNT CLAIMED FOR TRAVEL EXPENSES FOR THE PERIOD INDICATED IS TRUE AND ACCURATE AND THAT PAYMENT FOR ANY PART HAS NOT BEEN RECEIVED.								
		EMPLOYEE'S SIGNATURE (REQUIRED)		DATE	DEPARTMENT HEAD SIGNATURE (REQUIRED)		DATE	AUDITED BY		DATE
G	FINANCIAL	COST CENTER #		AMOUNT	APPROVAL	INTERNAL ORDER #		AMOUNT	APPROVAL	ADDRESS OR BANK CHANGES
* RECEIPTS TO BE ATTACHED http://procurement.olemiss.edu/travel/ ** PROOF OF EXCHANGE RATE MUST BE ATTACHED										

