

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.2	Travel Policies and Procedures	Revised:	May 2010
Policy 6.2.20	Travel Voucher General Instructions	Responsibility:	Assistant Vice President for Business Affairs

TRAVEL VOUCHER GENERAL INSTRUCTIONS

Front of Voucher

1. The employee's PeopleSoft Vendor ID Number.
2. Department Name: The name of the department from which the reimbursement is to be paid.
3. Voucher Amount: Total amount of the employee reimbursement.
4. Pay To: The full name of the employee and the employee's department address.
5. Contact Person: Name, phone number and e-mail address of person responsible for preparation of the travel voucher.
6. Travel Destination: Name of the city and state or country to which employee is traveling.
7. Travel Requisition No: Approved PeopleSoft travel requisition number(s).
8. Project ID/Fund: Departmental PGID and fund from which the employee reimbursement is to be paid.
9. Dates of Trip: The dates the employee departed and returned to headquarters.
10. Distribution: This section in the middle portion of the form is an itemized summary of the allowable expenses of the trip. Individual items to be completed in this section will vary, depending upon the nature of the trip.
11. The items in the lower left-hand block of the voucher must be completed including the county, employee signature, and date. The lower right-hand side of the voucher is for authorized signatures. If recipient and authorized signatures are the same, then a witness signature is needed.

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Back of Voucher

1. Meals and Lodging: The top portion of the voucher is used to report all meal and lodging allowances. This applies to all fund groups.

 2. Record of Transportation and Duties Performed: This section must be completed for all trips and must include (a) an explanation and itemized account of all transportation expenses and (b) a statement of the purpose of the trip, explaining the specific benefit to the Health Science Center and/or grant. The names of individuals contacted for employee recruitment must be listed.
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