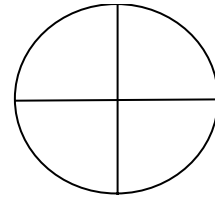


12:00  
MIDNIGHT

6:00  
P.M.

6:00  
A.M.



12:00 NOON

# Sisseton Wahpeton College

## Travel Voucher Request

(Please make a copy for your files before submitting to the Business Office)

Date \_\_\_\_\_ Fund Acct. Number \_\_\_\_\_

Name \_\_\_\_\_ Meeting Dates \_\_\_\_\_

Nature of meeting (Attach Agenda) \_\_\_\_\_

Location (Meeting Place & City) \_\_\_\_\_

Accommodations at \_\_\_\_\_

DATE

TIME

Departure \_\_\_\_\_

Return \_\_\_\_\_

ADVANCE AMOUNT

1. Per Diem ( \_\_\_\_\_ qtrs x \_\_\_\_\_ ) \$ \_\_\_\_\_

2. Lodging ( \_\_\_\_\_ days x ( \_\_\_\_\_ amt.) ) \$ \_\_\_\_\_

**(You will need to submit your receipts for your travel expense report)**

3. Mileage ( \_\_\_\_\_ total miles x 0.50 per mile ) \$ \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

4. Other Costs **(Must have receipts):**

Parking, payable to: \_\_\_\_\_ \$ \_\_\_\_\_

Taxi/Shuttle, payable to: \_\_\_\_\_ \$ \_\_\_\_\_

Registration, payable to: \_\_\_\_\_ \$ \_\_\_\_\_

Airline, payable to: \_\_\_\_\_ \$ \_\_\_\_\_

Other (specify): \_\_\_\_\_ \$ \_\_\_\_\_

Total Travel Advance (All Costs) \$ \_\_\_\_\_

I understand and agree that I am responsible for properly completing a Travel Expense Report after returning from my trip and that upon submitting such reports, I will be reimbursed for allowable amounts in excess of my advance. I understand also, that should actual allowed expenses be less than the agreed amount that such difference may be withheld from my paycheck/stipend.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Grant PI/PD \_\_\_\_\_ Date \_\_\_\_\_

Travel Clerk \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_