

GEOLOGY TRAVEL EXPENSE VOUCHER REQUEST

Name & Address For Mailing Check ----->	
Work Phone	

Home Campus

City of Residence

U.S. Citizen	Yes _____	No _____
University Employee	Yes _____	No _____
Social Security Number	_____	

Location and Purpose of Trip

Date & Time Departed:

Date & Time Returned:

ID Number to Charge

If private car used, LICENSE # _____

Does car have liability insurance? Yes _____ No _____

LODGING AND MEALS				
DATE	LODGING	BRKT	LUNCH	DINNER

Receipts must be provided for all meals if any one individual meal is \$75 or more. Receipts for all lodging must be provided.

TRANSPORTATION & MISCELLANEOUS		
DATE	ITEM	AMOUNT
	Airfare (CTS Acct. Yes/No) 	
	Registration Fees	
	Taxi/Limousine	
	Personal Car (# Miles)	
	Parking	
	Tolls	
	Fuel	

Receipts must be provided for any individual item \$75 or more.

Was Airfare paid using the department CTS Account?

_____ Yes _____ No

RECAP OF CHARGES

Corporate Visa Charges _____

Visa/First Bank Checks _____

Other Visa Cards _____

Advances _____

Cash Expenses _____

TOTAL \$ _____

APPROVAL _____

PI _____ DATE _____