



# Travel Expense Voucher

Attach original receipts (and complete flight itinerary when flying).  
Submit to Tammy Siegel, 241 SH, after trip.

**This form is for use within the Department of Statistics and Actuarial Science.**

Traveler Name: \_\_\_\_\_

For non-UI travelers, please provide a home address: \_\_\_\_\_

Trip Destination and Description: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Time of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_ Time of Return: \_\_\_\_\_

**Hotel folio and all other receipts must represent the traveler's expenses only.**

### Hotel

Dates	Hotel Name	Base Room Rate	Daily Room Taxes	# of Business Days	Total Hotel Expense

Was hotel the official conference site?  Yes  No (If not, please explain: \_\_\_\_\_)

### Transportation

Date	Description – airfare, baggage fee, bus, car rental (either National or Enterprise), mileage, taxi/shuttle, tolls, train, travel agency fee. Flight upgrades from Economy Class are not allowed.	Expense

### Miscellaneous

Date	Description – registration, parking, gas. Personal expenses such as laundry are not allowed.	Expense

**Meals** – Enter the actual amount you spent on each meal in the boxes below. You may not claim straight per diem, only the actual cost of the meal. The actual amount entered may not exceed the maximum allowed for that meal based on your travel destination.

•If the meal was provided as a part of the event or conference, please indicate by checking the box under the specific meal.

Date	Breakfast Expense	Lunch Expense	Dinner Expense

### SIGNATURE

Traveler: \_\_\_\_\_

Date: \_\_\_\_\_