

TRAVEL VOUCHER WORKSHEET

Name _____ SSN/Empl ID _____

Email & Phone # _____

Date _____

Vehicle Tag# _____

[The tag number must be provided whether the vehicle is private or government (University) owned. If submitting parking receipt at airport, tag number must also be provided to claim mileage to/from airport.]

Nature of Official Business - include date(s) of event, location, etc.: _____

Account to be charged: _____

Date & time travel status began: _____

Date & time travel status ended: _____

Mileage Claimed (paid at .55 per mile, unless you indicate it should be charged at a different rate due to grant limitations): _____

Various Types of Reimbursement (Please be sure to include receipts)

Type	Amount
Airline Ticket - you must provide documentation on state contract pricing Suggestion: Email maryk@journeyhouseokc.com at the time you are purchasing flight, she will email you a price and flight schedule which can be used.	
Taxi	
Shuttle	
Rental Car	
Other Local Transportation	
Registration	
Per Diem or Please calculate per diem for me <input type="checkbox"/> http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943	
Meals (If NOT claiming Per Diem for meals)	
Telephone	
Parking	
Tolls	
Lodging (Receipt MUST indicate zero balance or use credit card receipt)	
Other:	

Reimbursement should be mailed to:

Submit to Gail Barnes or Janet Isaac. Be sure that all receipts are included. If trip was for a conference, please provide a copy of program.

Thank you!

For questions call Gail Barnes at 325-5391 or Janet Isaac at 325-7431

Or email gbarnes@ou.edu / jisaac@ou.edu