

2024

**STOCKTON UNIVERSITY
TRAVEL EXPENSE / PAYMENT VOUCHER FORM**

To be used in conjunction with direct pay and credit card reconciliation.
Attach original receipts that total to reimbursement amount.

PAYEE INFORMATION		MISCELLANEOUS EXPENSES	
Payee Name:		Expense Description/Business/Purpose/Attendees/Other	
Z#:	Dep't. Name:		

Fund:	Org:	Account:	Program:
-------	------	----------	----------

ITEMIZED EXPENSES								
	Dates	TXN#	All Itemized Expenses (Chronological)	Air Travel	Oth. Trans.	Hotel	Meals	Other
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Miles Traveled	
Miles Deducted <small>(*If Normal Work Day, Deduct Normal Commutation Mileage/Official Station-RSC)</small>	
Total Net Miles	
Total Net Miles @ .47¢ Mile	

TOTAL TRAVEL EXPENSES \$			
LESS UNIVERSITY PCARD EXPENSES		Total \$	
TXN#'s:			
Notes:	LESS NON -REIMBURSABLE EXPENSES \$		
TOTAL AMOUNT DUE FOR REIMBURSEMENT \$ <small>If a negative total amount is due, please submit check payable to the University with reconciliation.</small>			

E. AUTHORIZED SIGNATURES Please use colored ink for signatures so that originals may be distinguished from copies.

I CERTIFY THAT ALL OF THE CHARGES INCLUDED IN ABOVE AMOUNT WERE NECESSARY AND INCURRED FOR OFFICIAL UNIVERSITY BUSINESS I CERTIFY THAT ANY EXCESS FUNDS HAVE BEEN REIMBURSED TO THE UNIVERSITY AS REQUIRED.

PAYEE SIGNATURE: _____ DATE: _____

APPROVER SIGNATURE: _____ DATE: _____