

St. Lawrence University Travel/Moving Expense Voucher
Instructions

Item

Number

1. Name of employee requesting reimbursement.
2. Name of campus department in which the employee works.
3. Explain the business purpose of the trip(s) and the date range of each trip if more than one is reported.
4. Report the expenses to be reimbursed by date and categories listed, i.e. car mileage, lodging, etc. If the requested reimbursements pertain to more than seven days, attached additional travel and expense vouchers, but report category totals on only one voucher.
5. The sum of category totals must equal the sum of daily totals.
6. Provide a brief explanation of miscellaneous expenses.
7. Indicate the 6 digit account code(s) to be charged as well as the 4 digit object code. The object code for travel is generally 4010. The total amounts reported here must equal the total amount of expenses reported in (5).
8. Report the amount of any cash advance received for the trip(s).
9. If the total reported expense in (5) exceeds the travel advance amount (8), report the difference here.
10. If the total reported expense reported in (5) is less than the travel advance amount (8), report the difference here. The employee should return this amount to the Business Office with the travel/moving expense voucher.
11. Payments are issued every Friday for vouchers received in the Business Office by Wednesday at 4 PM. If the employee is not enrolled in direct deposit for payroll, a check will be issued for reimbursement. Indicate whether the check should be delivered by campus mail or will be picked up by the specified date. Checks not picked up within 2 days of the specified date will be forwarded to the campus mailroom for on-campus delivery.
12. The employee requesting reimbursement must sign here.
13. The employee's supervisor must authorize reimbursement by signing here. No employee may approve his or her own travel/moving expense voucher.

