



Travel And Expense Voucher

Traveler _____ Department Charged _____

Purpose Of Trip _____

Itinerary _____

Departure Date _____ Return Date _____

Date	Sun /	Mon /	Tues /	Weds /	Thurs /	Fri /	Sat /	Total Of Each Line
Breakfast								
Lunch								
Dinner								
Hotel/Motel								
Taxi, Bus, Limousine								
Plane/Train--Economy								
Auto @ .37 Per Mile (8043)								
Parking/Toll Fee								
Conference/Reg. Fee								
Other (Explain)								
Daily Total								

- Attach required receipts for hotel, meals, and transportation. Meal reimbursement includes tips, but excludes bar charges. Valet, telephone, and other personal charges are not reimbursable. The University reimburses mileage at .37 per mile when a personal car is used.
- Round Trip allowances for these cities are (from Winona):
 - La Crosse \$22.00
 - Rochester \$37.00
 - Twin Cities \$89.00
- This **Travel And Expense Voucher** is to be turned in to the supervisor and business office within five days of return from travel.

Total Expenses \$ _____

Less Cash Advance \$ _____

Less Items Charged \$ _____

Due To Traveler \$ _____

Due To SMU \$ _____

I certify that the above expenses were incurred for university business:

Traveler's Signature

Dean/Dept/Vice President Signature

Date

Date