

## TRAVEL VOUCHER WORKSHEET

Name \_\_\_\_\_

OU EMPL ID# or \_\_\_\_\_

SS (non-empl) \_\_\_\_\_

Email & Phone # \_\_\_\_\_

Date \_\_\_\_\_

**CAR TAG #** \_\_\_\_\_

Was a vehicle used as a mode of  
transportation ?\*    ☐ No    ☐ Yes

\*[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 dates & location  
of event: \_\_\_\_\_

### FUNDING SOURCE:

Date & time travel status began: \_\_\_\_\_

Date & time travel status ended: \_\_\_\_\_

Mileage Claimed (paid at 55.5 per mile 7/1/11): \_\_\_\_\_

Expense Type	Amount
Airfare - if paid by traveler	
Registration	
Lodging (Receipt MUST have a zero balance or credit card receipt)	
Per Diem	
Meals (if not claiming per diem for meals)	
Parking	
Tolls	
Taxi	
Shuttle	
Other local transportation (train, ferry, etc.)	
Telephone / Internet Connection	
Other travel expenses:	

Reimbursement should be mailed to: \_\_\_\_\_

Submit to Kaye Carter, Room 306 Richards Hall. Be sure that all receipts are included. If your trip was for a conference, please provide a copy of the announcement & schedule.

Thank you!

For questions call Kaye Carter at 325-4822

Or email [kayecarter@ou.edu](mailto:kayecarter@ou.edu)

5/5/05 Travel Voucher Worksheet