

ALABAMA STATE UNIVERSITY

TRAVEL EXPENSE VOUCHER FORM

(To Accompany Travel Purchase Order for Non-Employees)

Purchase Order Number _____

Name _____

Complete Mailing Address _____

Period of Leave (Date and Time) _____

Purpose of Trip _____

Destination: _____ Meeting Site: _____

Source of Funds for Support of Travel: (a) University _____

(b) Non-University _____

If (b), describe source: _____

ACTUAL COSTS:

Amount

Travel: Car, Plane, Train, Bus, State Car, Rental
For Personal Car Mileage: _____ x \$0.67

\$ _____

Lodging: ____ days @ _____

\$ _____

Meals: _____ @ _____

\$ _____

Registration: _____

\$ _____

Luncheons/Banquets: _____ @ _____

\$ _____

Taxi, Limousine, Shuttle, Airport Parking

\$ _____

Miscellaneous: (Specify)

_____ \$ _____

_____ \$ _____

TOTAL ACTUAL COST DUE TO TRAVELER:

\$ _____

Signed: _____

Name of Approver

Date