

# Individual Travel Voucher Instructions

To access the voucher, enter your WKU NetID (it should be 3 letters and 5 numbers, not your 800#) and Password, then click Submit. The Home screen will display:

**TRAVEL EXPENSE VOUCHER**

Home Proxy **Add New** Travel Voucher Instructions Logout

**Existing Vouchers**

- Click on a voucher name below to make changes. When you have entered the required items, click on the printer icon to print your voucher.
- Vouchers listed as "Incomplete" are missing required information such as travel dates, index codes, and incorrect reimbursement amounts.
- This form cannot be submitted electronically. The voucher must be printed and signed by the claimant and approver to obtain reimbursement.
- Do not re-use a previous voucher that has already been paid. This creates a duplication of the transaction number. Please use the "Add New" function for each new submission.

Voucher Name	Date Created	Save and/or Print	Delete
Travel Conference	11/13/2012		

Please take note of the messages indicating that vouchers must be printed and cannot be submitted electronically and they should not be re-used for a new trip after payment has been processed. Click on the Add New tab (in the red bar) to create a new voucher. The next screen will require you to name the voucher ("Enter a description of your new voucher") for future reference. The voucher name does not print on the document; it is for your reference only. All created vouchers will be saved under your NetID unless deleted by you. Once the voucher is named, click on the Save Data button.

**TRAVEL EXPENSE VOUCHER**

Home Proxy **Add New** Travel Voucher Instructions Logout

**Create a New Travel Voucher**

Enter a description for your new voucher:

The next screen displayed is the Personal Information screen. You will notice the voucher name is displayed at the top left and in the Voucher Name field. If you ever need to change the voucher name, this screen will allow you to do that. Move the cursor to the Voucher Name field and type in a new name, then click on the Save Data button at the bottom. All asterisked areas are required fields and are indicated on each screen.

**TRAVEL EXPENSE VOUCHER**

Home **Personal Info** Travel Details Procard Other Comments Index Codes Logout

**Travel Conference** Personal Information

- Note: Reimbursement will be handled by Direct Deposit if claimant is established in the direct deposit system.
- Items marked with an asterisk (\*) are required fields. Entering a valid WKU ID will populate the name, department and address fields. You must click the "Save Data" button to save your changes.

Voucher Name:

WKUID (800 number):

Name \*:  Employee \*:

Department \*:  Full or Part Time:

Campus Address \*:  Campus Phone \*:

Home Address \*:  City, State Zip \*:

If questions, please contact:

To enter the claimant's information on this Personal Information screen, there are 3 options:

- 1) If you are creating your own voucher and you have a WKUID (800#), type your 800 number in the WKUID field and your personal information will automatically populate.
- 2) If someone else is creating a voucher for you and you have an existing WKUID (800#), you should establish a Proxy in the system so that person can access your system-generated information. This process is described below.
- 3) If you are creating a voucher for someone without an existing WKUID (800#), you must type in the personal information for all of the required fields.

### Option 1: Create your own voucher

Once you have typed in your 800 number, the screen will immediately populate the required fields. Other than the home address, the populated information can be edited, if necessary. If your home address is incorrect, you can update it through the TopNet system. Please verify that your personal information is correct, then click on Save Data. If you forget to click the Save Data button before going to the next screen, your information will not be saved.

**TRAVEL EXPENSE VOUCHER**

Home Personal Info Travel Details Procard Other Comments Index Codes Logout

**Travel Conference > Personal Information**

- Note: Reimbursement will be handled by Direct Deposit if claimant is established in the direct deposit system.
- Items marked with an asterisk ( \* ) are required fields. Entering a valid WKU ID will populate the name, department and address fields. You must click the "Save Data" button to save your changes.

Voucher Name: Travel Conference

WKUID (800 number): 800999999

Name \* : Dr. Hill Topper Employee \* : Yes

Department \* : Aerospace Engineering Full or Part Time: Full Time

Campus Address \* : Space Hall - Rm 208 Campus Phone \* : 745-9999

Home Address \* : 1234 Country Road City, State Zip \* : Bowling Green, KY 42103

If questions, please contact:

Save Data

### Option 2: Proxy

If you have a WKUID 800#, but wish to have another person create a voucher for you, you will need to establish a proxy in the system for the other person to use your 800# to generate your personal information. This proxy process is done only once and is required for security purposes to keep anyone with a WKUID from accessing another's personal data.

Go to the Home screen and click on the Proxy tab in the red bar. This screen will appear:

**TRAVEL EXPENSE VOUCHER**

Home Proxy Add New Travel Voucher Instructions Logout

**Travel Voucher Proxy**

- Enter the email address of anyone you will want to create travel vouchers for you. They will be able to view information such as your department, full or part time status and home address.

Email Address *	Name	Delete?
patti.whitehead@wku.edu		<input type="checkbox"/>

Add Another Row Save Data

The following people have given proxy to you:

- Sherri Taylor

Enter the WKU email address of the person creating the voucher for you, then click on Save Data. It does not provide a search option for the correct address so you will need to know the email address before establishing this proxy. You will still have the ability to create your own voucher. This screen also displays who has given proxy to you in the system. If you are creating a voucher for someone else, please type your name and phone # in the "If questions, please contact" field on the Personal Information screen. If a voucher is created by a proxy for a WKU claimant, the voucher will appear under both the proxy's and the claimant's voucher listing with the designation of "created by (proxy)" on the claimant's list. Both users are able to make revisions and delete it. Giving someone proxy in the system does not automatically give them permission to sign the printed voucher on the claimant's behalf. Permission to sign must be provided on a separate document and attached to the voucher.

### Option 3: Creating a voucher for non-employee

If you are creating a voucher for someone who does not have a WKUID (800#), move the cursor or tab beyond the WKUID field and type the personal information in all of the required fields. We do not need the social security number of the claimant since this is a reimbursement, not an income item. Please type your name and phone number in the "If questions, please contact" field. Anyone without a WKU NetID and Password will not be able to access this voucher; a WKU employee will need to complete it for him/her.

TRAVEL EXPENSE VOUCHER							
Home	Personal Info	Travel Details	Procard	Other	Comments	Index Codes	Logout
<b>Dr. Interviewee 3-3-12 &gt; Personal Information</b>							
Note: Reimbursement will be handled by Direct Deposit if claimant is established in the direct deposit system.							
Items marked with an asterisk (*) are required fields. Entering a valid WKU ID will populate the name, department and address fields.							
You must click the "Save Data" button to save your changes.							
Voucher Name:	<input type="text" value="Dr. Interviewee 3-3-12"/>						
WKUID (800 number):	<input type="text"/>						
Name *:	<input type="text" value="Dr. Ima Interviewee"/>	Employee *:	<input type="text" value="No"/>				
Department *:	<input type="text" value="Genetics Department"/>	Full or Part Time:	<input type="text"/>				
Campus Address *:	<input type="text" value="DNA Building - Rm 102"/>	Campus Phone *:	<input type="text" value="745-2222"/>				
Home Address *:	<input type="text" value="9999 Big City Drive"/>	City, State Zip *:	<input type="text" value="New York, NY 10203"/>				
If questions, please contact:	<input type="text" value="Amanda Associate 5-2222"/>						
							<input type="button" value="Save Data"/>

Once the Personal Information screen has been completed and the Save Data button has been clicked, a message will appear in a green box to let you know this portion has been done successfully. A similar message and box will appear each time a screen is saved correctly. A yellow caution box will appear when the system has detected an error. It will prompt you as to which fields need correction. Once corrections are made, click on the Save Data button.

TRAVEL EXPENSE VOUCHER							
Home	Personal Info	Travel Details	Procard	Other	Comments	Index Codes	Logout
<b>Travel Conference &gt; Personal Information</b>							
Note: Reimbursement will be handled by Direct Deposit if claimant is established in the direct deposit system.							
Items marked with an asterisk (*) are required fields. Entering a valid WKU ID will populate the name, department and address fields.							
You must click the "Save Data" button to save your changes.							
<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">→</div> <div> <p><b>Your Personal Info has been added/updated successfully.</b></p> <p>Use the links at the top to enter your travel details, procard expenses, other expenses, and index codes.</p> </div> </div>							
Voucher Name:	<input type="text" value="Travel Conference"/>						

To complete the information for travel dates, destination, purpose, mileage, parking, lodging, and meals, click on the Travel Details tab in the red bar. This screen will appear:

### TRAVEL EXPENSE VOUCHER

Home
Personal Info
Travel Details
Procard
Other
Comments
Index Codes
Logout

#### Travel Conference > Travel Expenses

- Subsistence: Per Federal Regulations, an overnight stay is required.
- Do not claim meals included in registration fees.
- Original receipts are required for expenses of \$10 or more. Food is excluded.

For Domestic Subsistence Rates, visit <http://www.gsa.gov/portal/content/104877>.

For Foreign Subsistence Rates, visit <http://www.defensetravel.dod.mil/site/perdiemCalc.ofm>.

Items marked with an asterisk (\*) are required fields. You must click the "Save Data" button to save your changes.

Leave at or before:	Return at or after:	Per Diem Total:	\$46	\$51	\$56	\$61	\$66	\$71
8:30 am	9:00 am	Breakfast	\$9	\$10	\$11	\$12	\$13	\$14
11:00 am	2:00 pm	Lunch	\$14	\$15	\$17	\$18	\$20	\$21
5:00 pm	9:00 pm	Dinner	\$23	\$26	\$28	\$31	\$33	\$36

For lodging, enter a dollar amount or one of the following letters:

- P - Paid by Procard
- F - Stayed with friends/family/coworker
- S - Paid by other source
- R - Day of Return
- I - In flight/En route

Date of Travel *	Departed Time	Returned Time	Personal Vehicle Mileage	Tolls, Parking	Lodging	Subsistence (Overnight Required)	Total	Delete?
mm/dd/yyyy	0:00 AM/PM	0:00 AM/PM		\$0.00	\$	B \$0.00	\$0.00	<input type="checkbox"/>
From-To *	AM	AM				L \$0.00		
Purpose *						D \$0.00		
<b>Totals:</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Add Another Row
Save Data

The voucher name is in the top left corner with links below for domestic and foreign subsistence rates. The chart on the top right contains information related to per diem. The time frames indicate when the claimant must be in travel status for meal eligibility. Reminder: the claimant must be traveling throughout the entire time frame for the meal to be allowable. The meal breakdown for domestic rates is also displayed for your reference.

To enter the first travel day, type the **Date** in the format indicated (mm/dd/yyyy). The **Departed Time** and **Returned Time** fields have a drop down for AM and PM, but automatically load as AM so you will need to change them, if necessary. Once the date is entered and you have tabbed or moved the cursor elsewhere on the screen, the appropriate mileage rate for that date will automatically load in the **Personal Vehicle Mileage** field. If you are not claiming mileage, leave that field blank; you do not need to enter a zero. **Tolls** and **Parking** expenses can be entered next. There is a feature for **Lodging** information which allows you to enter a code for lodging arrangements when the expense is not claimed for reimbursement. The legend for lodging codes appears under the meal breakdown chart. The lodging field will allow only dollar amounts or one of the codes to be entered. When meals are claimed, lodging information must be entered or you will receive an error message when you click on the Save Data button. Please note that there is a Return Day code (R) for the final travel date since lodging is not appropriate, but meals may be claimed. Column totals are calculated upon entering data, but the total amount for the entire screen is not calculated until you save the data. **Per Diem** for domestic travel can be determined by going to the [gsa.gov](http://gsa.gov) website (link on screen), entering the city and state or zip code of your destination, and clicking on the red Find Per Diem Rates button. The daily rate is displayed on the far right under Meals & Inc. Exp. The rate will be one of the 6 options listed in the meal breakdown chart displayed on the Travel Details screen. The [gsa.gov](http://gsa.gov) website has a different meal breakdown for these daily rates. Please use only the breakdown amounts displayed in the chart on the Travel Details screen.

For foreign per diem, use the [defensetravel.dod](http://defensetravel.dod) website (link on screen) to select the location from the drop down box under OUTSIDE CONUS. Choose the correct Published date for travel time frame and click on Calculate. Add the figures in the Local Meals and Local Incidental columns, using the Other option if the location city is not listed. Calculate the meal breakdown at 20% for breakfast, 30% for lunch, and 50% for dinner. List exact dollars and cents; do not round to the nearest dollar. It is not necessary to attach the per diem page from the website to the voucher. For more detailed information on per diem, please see Travel Policy 3.1012.

TRAVEL EXPENSE VOUCHER																																													
Home	Personal Info	Travel Details	Procard	Other	Comments	Index Codes	Logout																																						
<b>Travel Conference &gt; Travel Expenses</b>																																													
<ul style="list-style-type: none"> <li>Subsistence: Per Federal Regulations, an overnight stay is required.</li> <li>Do not claim meals included in registration fees.</li> <li>Original receipts are required for expenses of \$10 or more. Food is excluded.</li> </ul>					<table border="1"> <tr> <td>Leave at or before:</td> <td>Return at or after:</td> <td>Per Diem Total:</td> <td>\$46</td> <td>\$51</td> <td>\$56</td> <td>\$61</td> <td>\$66</td> <td>\$71</td> </tr> <tr> <td>6:30 am</td> <td>9:00 am</td> <td>Breakfast</td> <td>\$9</td> <td>\$10</td> <td>\$11</td> <td>\$12</td> <td>\$13</td> <td>\$14</td> </tr> <tr> <td>11:00 am</td> <td>2:00 pm</td> <td>Lunch</td> <td>\$14</td> <td>\$15</td> <td>\$17</td> <td>\$18</td> <td>\$20</td> <td>\$21</td> </tr> <tr> <td>5:00 pm</td> <td>9:00 pm</td> <td>Dinner</td> <td>\$23</td> <td>\$26</td> <td>\$28</td> <td>\$31</td> <td>\$33</td> <td>\$36</td> </tr> </table>					Leave at or before:	Return at or after:	Per Diem Total:	\$46	\$51	\$56	\$61	\$66	\$71	6:30 am	9:00 am	Breakfast	\$9	\$10	\$11	\$12	\$13	\$14	11:00 am	2:00 pm	Lunch	\$14	\$15	\$17	\$18	\$20	\$21	5:00 pm	9:00 pm	Dinner	\$23	\$26	\$28	\$31	\$33	\$36
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For Domestic Subsistence Rates, visit <a href="http://www.gsa.gov/portal/content/104877">http://www.gsa.gov/portal/content/104877</a> . For Foreign Subsistence Rates, visit <a href="http://www.defensetravel.dod.mil/site/perdiemCalc.cfm">http://www.defensetravel.dod.mil/site/perdiemCalc.cfm</a> . Items marked with an asterisk (*) are required fields. You must click the "Save Data" button to save your changes.					<b>For lodging, enter a dollar amount or one of the following letters:</b> <ul style="list-style-type: none"> <li>P - Paid by Procard</li> <li>F - Stayed with friends/family/colleague</li> <li>S - Paid by other source</li> <li>R - Day of Return</li> <li>I - In flight/En route</li> </ul>																																								
Date of Travel *	Departed Time	Returned Time	Personal Vehicle Mileage	Tolls, Parking	Lodging	Subsistence (Overnight Required)	Total	Delete?																																					
04/01/2012	7:00 AM	AM	75 @ .48/mile	\$8.00	\$P	B \$0.00	\$101.00	<input type="checkbox"/>																																					
From-To *: Bowling Green, KY to New York City, NY via Nashville Airport						L \$21.00																																							
Purpose *: Attend Travel Conference						D \$36.00																																							
Totals:			\$36.00	\$8.00	\$0.00	\$57.00	\$101.00																																						
Add Another Row						Save Data																																							

The Add Another Row button on the bottom left allows you to enter any number of travel dates required. Each travel date should be listed separately. If there are multiple travel dates, it is recommended that you save each row of information (click on the Save Data button) at a time before adding additional rows. Keep in mind if you have entered all information and click on another tab before saving your data, all entered items will be deleted. Inactivity on the screens could also time you out, which will cause any unsaved data to be deleted.

Example of a saved Travel Details screen:

• I - In flight/En route									
<b>Your travel details have been added/updated successfully.</b> Use the links at the top to enter your personal information, procard expenses, other expenses, and index codes.									
Date of Travel *	Departed Time	Returned Time	Personal Vehicle Mileage	Tolls, Parking	Lodging	Subsistence (Overnight Required)	Total	Delete?	
04/01/2012	7:00 AM	AM	75 @ .48/mile	\$8.00	\$P	B \$0.00	\$101.00	<input type="checkbox"/>	
From-To *: Bowling Green, KY to New York City, NY via Nashville Airport						L \$21.00			
Purpose *: Attend Travel Conference						D \$36.00			
04/02/2012	AM	AM	0 @ .48/mile	\$8.00	\$P	B \$0.00	\$65.00	<input type="checkbox"/>	
From-To *: New York City						L \$21.00			
Purpose *: Conference						D \$36.00			
04/03/2012	AM	8:15 PM	75 @ .48/mile	\$8.00	\$R	B \$0.00	\$65.00	<input type="checkbox"/>	
From-To *: New York City to Bowling Green						L \$21.00			
Purpose *: Return from Conference						D \$0.00			
Totals:			\$72.00	\$24.00	\$0.00	\$135.00	\$231.00		
Add Another Row						Save Data			

By using the tabs in the red bar, Procard expenses and Other Expenses can be entered in the same manner as the Travel Details information by adding rows and saving data. Here is an example of a saved Procard screen:

## TRAVEL EXPENSE VOUCHER

Home
Personal Info
Travel Details
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Other
Comments
Index Codes
Logout

**Travel Conference > Procard Expenses**  
**(Nonreimbursable expenses paid by a departmental purchasing card)**

Note: Be sure not to include items for reimbursement in Other Expenses section that were paid with a university purchasing card.

Items marked with an asterisk (\*) are required fields. You must click the "Save Data" button to save your changes.

**Your procard expenses have been added/updated successfully.**

Use the links at the top to enter your personal information, travel details, other expenses, and index codes.

Date (MM/DD/YYYY) *	Vendor Name (ex: Sleep Well Hotel) *	Type of Expense (ex: Lodging for conference) *	Amount *	Delete?
<input type="text" value="02/01/2012"/>	<input type="text" value="Travel Association"/>	<input type="text" value="Conference registration fee"/>	<input type="text" value="\$ 200.00"/>	<input type="checkbox"/>
<input type="text" value="04/01/2012"/>	<input type="text" value="Ramada Inn"/>	<input type="text" value="Lodging for 4/1 and 4/2 (conference location)"/>	<input type="text" value="\$ 478.00"/>	<input type="checkbox"/>
<input type="text" value="04/01/2012"/>	<input type="text" value="Southwest Airlines"/>	<input type="text" value="Airfare for 4/1 and 4/3"/>	<input type="text" value="\$ 510.00"/>	<input type="checkbox"/>

**Current Total:** \$ 1,188.00

An example of a saved Other Expenses screen:

## TRAVEL EXPENSE VOUCHER

Home
Personal Info
Travel Details
Procard
Other
Comments
Index Codes
Logout

**Travel Conference > Other Reimbursable Expenses**  
**(Paid by individual being reimbursed on this voucher)**

Note: Be sure not to include items for reimbursement that were paid with a university purchasing card. Travel charges paid with procard should be itemized on Procard Expenses section.

Items marked with an asterisk (\*) are required fields. You must click the "Save Data" button to save your changes.

**Your expenses have been added/updated successfully.**

Use the links at the top to enter your personal information, travel details, procard expenses, and index codes.

Date (MM/DD/YYYY) *	Vendor Name (ex: Sleep Well Hotel) *	Type of Expense (ex: Lodging for conference) *	Amount *	Delete?
<input type="text" value="04/01/2012"/>	<input type="text" value="Yellow Cab"/>	<input type="text" value="Taxi from airport to hotel"/>	<input type="text" value="\$ 35.00"/>	<input type="checkbox"/>
<input type="text" value="04/03/2012"/>	<input type="text" value="ABC Taxi Service"/>	<input type="text" value="Taxi from hotel to airport"/>	<input type="text" value="\$ 38.00"/>	<input type="checkbox"/>

**Current Total:** \$ 73.00

Data entered on the Travel Details, Procard, and Other Expenses screens will be automatically arranged in chronological order once the data is saved. The Type of Expense (description) area can be used to provide information on the expense. For longer explanations of unusual travel circumstances, the Comments screen can be used. This information will print on a separate page to be attached to the voucher.

The Comments screen looks like this:

The screenshot shows the 'Comments' screen for a 'Travel Conference'. At the top, there is a navigation bar with links: Home, Personal Info, Travel Details, Procard, Other, Comments (selected), Index Codes, and Logout. Below the navigation bar, the page title is 'Travel Conference > Comments'. The main content area contains a text input field with a vertical scrollbar. Below the input field, there is a character count: '(Maximum characters: 3200. You have 3200 characters left.)'. At the bottom left of the input area, there is a 'Save Data' button.

Completion of the Index Codes screen is required to complete and print a voucher. The system will total all expenses from the Travel Details and Other Expenses screens and display that amount in the Voucher Total field. Once the index numbers and commodity codes have been entered, the system will verify that the numbers entered are valid numbers in the system and the description of each code will be displayed next to it. Please verify that the codes entered are correct for this claim. Additional rows can be added when expenses are charged to multiple indexes. A link to the appropriate travel commodity codes is available for your reference.

The screenshot shows the 'Index/Comm Codes' screen for a 'Travel Conference'. At the top, there is a navigation bar with links: Home, Personal Info, Travel Details, Procard, Other, Comments, Index Codes (selected), and Logout. Below the navigation bar, the page title is 'Travel Conference > Index/Comm Codes'. The main content area contains a list of instructions:

- Items marked with an asterisk (\*) are required fields. You must click the "Save Data" button to save your changes.
- A list of travel commodity codes can be found at <https://www.wku.edu/finadmin/travel/documents/commoditycodes.xls>.
- To print the voucher, return to the Home screen and click on the printer icon. This form cannot be submitted electronically.

Below the instructions, there are three summary fields:

**Voucher Total:** \$ 304.00  
**Amount Not Claimed:** \$ 0.00  
**Reimbursement Total:** \$ 304.00

Below these fields is a table with the following columns: Index Number \*, Commodity Code \*, Amount \*, and Delete?. The table contains one row:

Index Number *	Commodity Code *	Amount *	Delete?
000000 Your appropriate index	850210 Travel - Outstate - Employee Travel	\$ 304.00	<input type="checkbox"/>

Below the table, there is a total amount to be paid: **Total amount to be paid: \$ 304.00**. At the bottom left, there is an 'Add Another Row' button, and at the bottom right, there is a 'Save Data' button.

This screen also provides a field to enter an Amount Not Claimed, which can be used to reduce the reimbursement amount due to budget constraints or adjustment of expenses. The Amount Not Claimed is subtracted from the Voucher Total to calculate a new Reimbursement Total, which is the amount to be paid to the claimant. However, if using the Amount Not Claimed field, you will need to enter the appropriate indexed amounts to equal the new Reimbursement Total before you click on Save Data or an error message will be displayed. An Amount Not Claimed example is shown on the next page.

## TRAVEL EXPENSE VOUCHER

Home
Personal Info
Travel Details
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Index Codes
Logout

**Travel Conference > Index/Comm Codes**

- Items marked with an asterisk (\*) are required fields. You must click the "Save Data" button to save your changes.
- A list of travel commodity codes can be found at <https://www.wku.edu/finadmin/travel/documents/commoditycodes.xls>.
- To print the voucher, return to the Home screen and click on the printer icon. This form cannot be submitted electronically.

**Voucher Total:** \$ 304.00  
**Amount Not Claimed:** \$ 104.00  
**Reimbursement Total:** \$ 200.00

Index Number *	Commodity Code *	Amount *	Delete?
<input type="text" value="000000"/> Your appropriate index	<input type="text" value="850210"/> Travel - Outstate - Employee Travel	<input type="text" value="\$ 200.00"/>	<input type="checkbox"/>
<b>Total amount to be paid:</b>		<b>\$ 200.00</b>	

Once all data has been entered and saved correctly, you can go to the Home screen to view your voucher's status and print it, if complete. To print, click on the printer icon under Save and/or Print on the Home screen. The voucher will be displayed on your screen as it will look when printed. All created vouchers, whether incomplete or complete, remain saved under your NetID unless deleted by clicking on the X to the right of the voucher name on the Home screen.

The Home screen below indicates the Travel Conference voucher is complete and the Space Conference voucher requires additional information. Any information in a voucher, no matter the completion status, can be revised by clicking on the voucher name and going to the appropriate screen. The changes can be entered and saved as often as needed.

## TRAVEL EXPENSE VOUCHER

Home
Proxy
Add New
Travel Voucher Instructions
Logout

**Existing Vouchers**

- Click on a voucher name below to make changes. When you have entered the required items, click on the printer icon to print your voucher.
- Vouchers listed as "Incomplete" are missing required information such as travel dates, index codes, and incorrect reimbursement amounts.
- This form cannot be submitted electronically. The voucher must be printed and signed by the claimant and approver to obtain reimbursement.
- Do not re-use a previous voucher that has already been paid. This creates a duplication of the transaction number. Please use the "Add New" function for each new submission.

Voucher Name	Date Created	Save and/or Print	Delete
Space Conference	03/06/2013	Incomplete	✘
Travel Conference	11/13/2012	<input type="button" value="Printer Icon"/>	✘

To submit a completed voucher, you must print the appropriate voucher pages, attach all necessary documentation, and obtain the original signatures of the claimant and approver(s). It cannot be submitted electronically. Vouchers should be delivered to the Travel Office in the Wetherby Administration Building (WAB), G-21.

An example of a printed voucher is provided on the next two pages. The Procard Expenses and Other Expenses will print on one page if the number of entries is not too large. Due to the Accounts Payable scanning process, please do not print any pages on the back.





Travel Expense Voucher

Dr. Hill Topper  
03/12/13

Name:	Dr. Hill Topper	WKU ID:	800999999	Index	000000	Comm	850210	Amount	\$200.00
Campus Address:	Space Hall - Rm 208	Amount To Be Paid:	\$200.00						
Campus Phone:	745-9999	Employee?	Y	Full/Part Time:	FT	Dept. Contact:		Proceed expenses:	\$1,188.00
WKU Department Submitting Voucher:	Aerospace Engineering	Total Travel Cost:	\$1,388.00	Total Amount Paid:					\$200.00
Home Address:	1234 Country Road	City, State Zip:	Bowling Green, KY 42103	TR#	85565				

Date of Travel	Departed Time	Returned Time	Personal Vehicle Mileage	Tolls, Parking	Lodging	Subsistence (Overnight Required)	Total	
04/01/2012	7:00 AM		75 @ .48/mile	\$8.00	P	B \$0.00	\$101.00	
From-To:	Bowling Green, KY to New York City, NY via Nashville Airport							
Purpose:	Attend Travel Conference							
04/02/2012			0 @ .48/mile	\$8.00	P	B \$0.00	\$85.00	
From-To:	New York City							
Purpose:	Conference							
04/03/2012		8:15 PM	75 @ .48/mile	\$8.00	R	B \$0.00	\$85.00	
From-To:	New York City to Bowling Green							
Purpose:	Return from Conference							
<b>Totals for this page:</b>				\$72.00	\$24.00	\$0.00	\$135.00	\$231.00

Lodging Legend: P - Paid by Proceed, H - Day of Return, S - Paid by other source, Reimbursable: Other Expenses Total: 73.00  
 F - Stayed with friends/family/coworker, I - In flight/En route, Continuation pages total: 0.00  
 We certify that the amounts claimed are proper charges by a statutory employee of the Commonwealth in the discharge of official duties and that this claim is true and correct to the best of our knowledge (see KRS 522.100). Amount not claimed: 104.00  
 Grand Total: 200.00

Claimant's Signature	Date	Dean/Director or Department Head's Signature	Date
Chief Financial Officer	Date	Printed Name of Dean, Director or Department Head	



Travel Expense Voucher

Dr. Hill Topper  
03/12/13

Nonreimbursable Expenses - paid by a departmental purchasing card

Date	Vendor Name	Type of Expense	Amount
02/01/2012	Travel Association	Conference registration fee	\$200.00
04/01/2012	Ramada Inn	Lodging for 4/1 and 4/2 (conference location)	\$478.00
04/01/2012	Southwest Airlines	Airfare for 4/1 and 4/3	\$510.00

Total Departmental Purchasing Card Expenses	\$1,188.00
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Other Reimbursable Expenses

Date	Vendor Name	Type of Expense	Amount
04/01/2012	Yellow Cab	Taxi from airport to hotel	\$35.00
04/03/2012	ABC Taxi Service	Taxi from hotel to airport	\$38.00

Total Reimbursable Expenses	\$73.00
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