

INFORMATION FOR PROCESSING TRAVEL

INFORMATION SECTION:

In order to process your travel voucher as accurately as possible, please provide the following information:

Employee Name: _____

Home address: _____

If you did not drive your vehicle, what was your means of transportation/who drove?

Did you pay your lodging? Yes _____ No _____

Please attach original receipt if you paid or if lodging was inter-accounted. If you stayed somewhere other than a motel/hotel, state the person's name, address & phone number:

Were any of the meals provided? Yes _____ No _____

If yes, make notation on the appropriate dates/meals. If meals were included in registration fee, state which ones.

Was an out-of-region travel request completed prior to traveling? Yes _____ No _____

ACTIVITY SECTION:

Month	Day	Location: From	Location: To	Private auto mileage	Tolls &/or parking	Lodging	Meals	Totals
Purpose:								
Purpose:								
Purpose:								
Purpose:								