



Travel Expense Voucher

Hotel folio and all other receipts* should represent the traveler's expenses only.
Attach (or scan) original receipts.
Attach complete itinerary if flying; share to/from locations for road/rail trips.

For questions regarding reimbursement, please contact Saralyn Richardson (uss-saah@uiowa.edu). See *UI Purchasing Travel: uiowa.edu/ap-purchasing/travel*, for policies, meal/hotel rates, car rental, charges not allowed, etc.

School of Art and Art History

Pay to (traveler's name): _____ Email: _____

Destination City, State, Country: _____

Date of Departure: _____ Time of Departure: _____ Date of Return: _____ Time of Return: _____

Was outside funding provided? Yes (e.g. conference or GSS travel grant) No

If yes, please provide details: _____

UI funding source(s): _____

Department funding limit (if any): \$ _____

Agenda available at (or include with receipts): _____

For extenuating circumstances, include note with receipts, in submission email, or [here](#) (e.g. shared costs**, travel delays).

Hotel *Foreign travel: use local currency amounts or USD amounts from credit card statement.* [Click here to enter add'l hotel expenses](#)

Dates	Description – hotel name	Base Rate	Daily Taxes	# of Nights	Currency

Was hotel the official conference site? Yes No

Transportation If multiple hotels used; answer here: [Click here to enter add'l transportation](#)

Date	Description – e.g. mileage, airfare (give airline name), bus, car rental, taxi/shuttle, train, tolls, travel agency fee. Indicate if Fleet Services vehicle was used - no expense needed.	Expense	Currency

Miscellaneous [Click here to enter add'l misc. expenses](#)

Date	Description – e.g. registration, parking, gas, internet, baggage	Expense	Currency

Meals - Enter the actual amount you spent on each meal. You may not claim straight per diem, only the actual cost of the meal. The amount entered may not exceed the maximum allowed for that meal based on travel destination. If meal was provided at event/conference, please indicate by checking the box under specific meal. [Click here to enter add'l meal expenses](#)

Date	Breakfast	Lunch	Dinner	Currency(ies)

*Provide itemized receipt(s) and/or redacted credit card statement that includes the last 4 digits of the credit card used.
** e.g. claiming expenses for another UI employee/student

Please save and submit this form and attachments to Saralyn Richardson (uss-saah@uiowa.edu).



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Additional expenses

Hotel (Cont'd)

Dates	Description – hotel name	Base Rate	Daily Taxes	# of Nights	Currency

Was hotel the official conference site? Yes No If multiple hotels used; please answer in first page comment box.

Transportation (Cont'd)

Date	Description – e.g. mileage, airfare (give airline name), bus, car rental, taxi/shuttle, train, tolls, travel agency fee. Indicate if Fleet Services vehicle was used - no expense needed.	Expense	Currency

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Miscellaneous (Cont'd)

Date	Description – e.g. registration, parking, gas, internet, baggage	Expense	Currency

Meals (Cont'd)

Date	Breakfast	Lunch	Dinner	Currency(ies)

Notes and comments