

F3: TRAVEL VOUCHER

Effective Date: 7/01/03

Prior Date: 2/17/99

[Fiscal Agent Handbook Index](#) | [Travel Index](#)

Purpose and Scope	Authority and Responsibility	Reference
Comments	Definitions	Form Acquisition
Submission Deadline	Approvals Required	Questions
Supporting Documentation Required	Form Instructions	Form Facsimile

Purpose and Scope

The electronic *Travel Voucher* is used by faculty and staff to claim reimbursement from University funds of expenses incurred as a result of authorized business related travel.

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Authority and Responsibility

The traveler prepares the electronic *Travel Voucher*, print the voucher, attach supporting documentation, obtain the approval signatures and submit the approved printed voucher for processing.

The fiscal agent or alternate insures that the expenditures have met budgetary requirements and appear to be reasonable and proper.

The Director of Financial Affairs/Controller approves acceptable exceptions.

The Director of Financial Affairs/Controller advises the Procedure and Systems Analyst of all changes to this procedure.

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Definitions

None

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References

[F9: Employee Group Travel, Fiscal Agent Handbook](#)

[M15: Travel Voucher, Fiscal Agent Handbook](#)

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Form Acquisition

The electronic *Travel Voucher* is available in the Downloadable Form section of the Controller's Office Resources Web site at www.neiu.edu/~finanaff.

Tip: Save a copy of the voucher to your hard drive before printing it.

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Submission Deadline

The traveler forwards the printed *Travel Voucher* with documentation attached to the travel desk located in the Controller's Office, E-220 within thirty days after completion of travel.

Travelers may request reimbursement of local travel expenses on a monthly basis.

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Approvals Required

After preparing and printing the form, the traveler routes the document for approval to the appropriate fiscal agent or alternate together with original receipts and written explanations for any exceptions needed. Exceptions must be approved by the Director of Financial Affairs/Controller.

Should the fiscal agent be the traveler, then approval of the unit head is required.

In those instances where the unit head is the traveler, respective division head approval is required.

In those instances where the traveler is a Vice President, Executive Officer approval is required.

Authorizing signatures of fiscal agents or alternates must be on file with the Controller's Office. *Travel Vouchers* reflecting unauthorized signatures will be returned to the traveler.

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Supporting Documentation Required

Original receipts for expenditures other than per diem must be attached to the *Travel Voucher*.

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Form Instructions

Instructions for preparing the electronic *Travel Voucher* can be found in section [M15](#) of this manual.

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Form Facsimile

Travel Voucher

NORTHEASTERN ILLINOIS UNIVERSITY
5500 N. SAINT LOUIS AVENUE
CHICAGO, IL 60625

1 Document Date		2 Type Code 02		3 Social Security Number			5 Travel Authorization Request No. T _____																		
Source of Funds G or I <input type="checkbox"/>		4 Traveler's Name and Home Address (Pages)						6 Account to be Charged _____ 12 _____																	
Action								7 Department Name																	
Budget	Check <input type="radio"/>							Travel <input type="radio"/>	8 Subsection No.																
ENCUMBRANCE AMOUNT	_____							9																	
9		10		11		12		13		14		15		16		17 Other Expenses		18							
Date		Place		Time		Place		Time		Auto Mileage		Auto Rental \$0.375		Train		Lodging		Meals per Diem		Item		Amount		Line Totals	

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Questions

Direct any questions to the travel desk at extension 5128.

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Comments

Direct your comments to the [Controller's Office](#).

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