

M15: TRAVEL VOUCHER

Effective Date: 7/01/03

Prior Date: 10/06/99

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

Purpose and Scope	Authority and Responsibility	Reference
Headquarters	Definitions	Form Acquisition
Submission Deadline	Signatures Required	Questions
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.

[Return to Top](#)

For more information contact us
[Controller's Office](#)

M15: TRAVEL VOUCHER

Effective Date: 7/01/03

Prior Date: 10/06/99

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

Purpose and Scope	Authority and Responsibility	Reference
Headquarters	Definitions	Form Acquisition
Submission Deadline	Signatures Required	Questions
Documentation Required	Form Instructions	Form Facsimile

Definitions

None

[Return to Top](#)

For more information contact us
[Controller's Office](#)

M15: TRAVEL VOUCHER

Effective Date: 7/01/03

Prior Date: 10/06/99

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

Purpose and Scope	Authority and Responsibility	Reference
Headquarters	Definitions	Form Acquisition
Submission Deadline	Signatures Required	Questions
Documentation Required	Form Instructions	Form Facsimile

References

[Travel Regulations](#)

[F3: Travel Voucher, Fiscal Agent Handbook](#)

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

[Return to Top](#)

For more information contact us
[Controller's Office](#)

M15: TRAVEL VOUCHER

Effective Date: 7/01/03

Prior Date: 10/06/99

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

Purpose and Scope	Authority and Responsibility	Reference
Headquarters	Definitions	Form Acquisition
Submission Deadline	Signatures Required	Questions
Documentation Required	Form Instructions	Form Facsimile

Authority and Responsibility

The traveler completes the electronic *Travel Voucher*, prints the voucher, attaches supporting receipts and exceptions, obtains the approval signatures and submits 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 authorizes acceptable exceptions.

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

[Return to Top](#)

For more information contact us
[Controller's Office](#)

M15: TRAVEL VOUCHER

Effective Date: 7/01/03

Prior Date: 10/06/99

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

Purpose and Scope	Authority and Responsibility	Reference
Headquarters	Definitions	Form Acquisition
Submission Deadline	Signatures Required	Questions
Documentation Required	Form Instructions	Form Facsimile

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.

[Return to Top](#)

For more information contact us
[Controller's Office](#)

M15: TRAVEL VOUCHER

Effective Date: 7/01/03

Prior Date: 10/06/99

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

Purpose and Scope	Authority and Responsibility	Reference
Headquarters	Definitions	Form Acquisition
Submission Deadline	Signatures Required	Questions
Documentation Required	Form Instructions	Form Facsimile

Headquarters Designation

The campus at 5500 N. St. Louis Avenue, Chicago, Illinois, 60625 is designated as the official headquarters for all employees of Northeastern except as noted below.

The official headquarters for those employees assigned to the Center for Inner City Studies (CICS) is 700 East Oakwood Boulevard, Chicago, Illinois 60653.

The official headquarters for those employees assigned to El Centro is 3119 North Pulaski Road, Chicago, Illinois 60647.

The official headquarters for those employees assigned to the Chicago Teachers' Center is 770 N. Halsted, Chicago, Illinois 60622.

[Return to Top](#)

For more information contact us
[Controller's Office](#)

M15: TRAVEL VOUCHER

Effective Date: 7/01/03

Prior Date: 10/06/99

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

Purpose and Scope	Authority and Responsibility	Reference
Headquarters	Definitions	Form Acquisition
Submission Deadline	Signatures Required	Questions
Documentation Required	Form Instructions	Form Facsimile

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.

[Return to Top](#)

For more information contact us
[Controller's Office](#)

M15: TRAVEL VOUCHER

Effective Date: 7/01/03

Prior Date: 10/06/99

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

Purpose and Scope	Authority and Responsibility	Reference
Headquarters	Definitions	Form Acquisition
Submission Deadline	Signatures Required	Questions
Documentation Required	Form Instructions	Form Facsimile

Form Instructions

Complete the form on-line. (Do not complete shaded areas of this form.)

<u>Item</u>	<u>Description</u>
1	Document Date: Enter the preparation date of the document.
2	Type Code: Already hard printed.
3	Social Security Number: Enter the traveler's social security number.
4	Traveler's Name and Home Address (Payee): Enter the traveler's name and address of residence.
5	Travel Authorization Request No: If available enter the five-digit number of the <i>Travel Authorization Request and Encumbrance</i> form for this trip.
6	Account to be Charged: Enter the six-digit account number to be charged.
7	Department Name: Enter the name of the department in which the traveler works.
8	Extension No: Enter the extension number where the traveler may be reached.
9	Date: Enter the date that the expenses were incurred.
10	Departed From Place/Time: Enter the place of departure and the departure time.
11	Arrived at Place/Time: Enter the destination and the arrival time.
12	Auto Mileage: Enter the number of miles driven.
13	Auto Reimb: The amount based on the miles entered at number "12" and the current rate of reimbursement per mile will automatically be calculated and displayed in this column.
14	Trans: Enter all other reimbursable transportation expenses.
15	Lodging: Enter reimbursable lodging expenses.
16	Meals/per Diem: Enter meal expenses incurred or per diem allowance as defined in the current Travel Regulations .

- 17 Other Expenses Item/Amount: Enter a description of all other allowable expenses and their cost including itemized parking, tolls, taxi and business phone calls.
- 18 Line Totals: The total of all expenses listed on the line will automatically be totaled and entered.
- 21-27 All Sub Totals will automatically be calculated and entered.
- 28 Total Amount: The total reimbursement will automatically be calculated and entered.

After completing the form on-line, you should:

- a. save it to your hard drive,
- b. print a copy,
- c. obtain the fiscal agent's signature,
- d. attach the required receipts and written explanations, and
- e. forward it to the travel desk in the Controller's Office, E-220 for processing.

[Return to Top](#)

For more information contact us
[Controller's Office](#)

M15: TRAVEL VOUCHER

Effective Date: 7/01/03

Prior Date: 10/06/99

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

Purpose and Scope	Authority and Responsibility	Reference
Headquarters	Definitions	Form Acquisition
Submission Deadline	Signatures Required	Questions
Documentation Required	Form Instructions	Form Facsimile

Signatures Required

The traveler must sign and date the form.

NOTE: The traveler's signature certifies that he/she is an insured driver holding a valid driver's license.

The fiscal agent must sign and date the form.

Should the fiscal agent be the traveler; then the signature of the unit head and the date is required.

In those instances where the unit head is the traveler, the respective division head signature and date is required.

In those instances where the traveler is a Vice President, the Executive Officer signature and date 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.

[Return to Top](#)

For more information contact us
[Controller's Office](#)

M15: TRAVEL VOUCHER

Effective Date: 7/01/03

Prior Date: 10/06/99

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

Purpose and Scope	Authority and Responsibility	Reference
Headquarters	Definitions	Form Acquisition
Submission Deadline	Signatures Required	Questions
Documentation Required	Form Instructions	Form Facsimile

Documentation Required

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

Procedural exceptions must be authorized by the Director of Financial Affairs/Controller.

[Return to Top](#)

For more information contact us
[Controller's Office](#)

M15: TRAVEL VOUCHER

Effective Date: 7/01/03

Prior Date: 10/06/99

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

Purpose and Scope	Authority and Responsibility	Reference
Headquarters	Definitions	Form Acquisition
Submission Deadline	Signatures Required	Questions
Documentation Required	Form Instructions	Form Facsimile

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 (Payee)							6 Account to be Charged _____ 12 _____																
Action		State		Local		7 Department Name																			
Budget		<input type="radio"/>		<input type="radio"/>		8 Extension No.																			
Check		<input type="radio"/>		<input type="radio"/>																					
Override		<input type="radio"/>		<input type="radio"/>																					
ENCUMBRANCE AMOUNT		9																							
		10		11		12		13		14		15		16		17 Other Expenses		18							
Date		Place		Time		Place		Time		Mileage		Auto Reimb.		Trans.		Lodging		Meals/ per Diem		Item		Amount		Line Total	

M15: TRAVEL VOUCHER

Effective Date: 7/01/03

Prior Date: 10/06/99

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

Purpose and Scope	Authority and Responsibility	Reference
Headquarters	Definitions	Form Acquisition
Submission Deadline	Signatures Required	Questions
Documentation Required	Form Instructions	Form Facsimile

Questions

Direct any questions to the travel desk at extension 5128.

[Return to Top](#)

For more information contact us
[Controller's Office](#)