

INSTRUCTIONS FOR COMPLETING THE PERMISSION TO TRAVEL AND THE EMPLOYEE TRAVEL VOUCHER

It is important that the employee and the department forward the Permission to Travel to the University Travel Coordinator at least two weeks prior to travel. Upon the University Travel Coordinator's approval, a signed copy will be returned. In order to request a travel advance, the employee must meet exception requirements. Please see website for requirement information.

When the employee completes the Employee Travel Voucher, submit the signed Employee Travel Voucher, along with the required receipts and the copy of the approved Permission to Travel, to the Travel Office, 118 College Drive Box #5104.

Employee Travel Vouchers received in the Travel Office by 5:00 p.m. Wednesday will be paid within three weeks after submission UNLESS the voucher has to be returned to the employee for correction or missing documentation. Travel reimbursement checks will be mailed to the Department's box number.

PERMISSION TO TRAVEL

HEADING INFORMATION

Enter your name, Social Security number (required if this is your first reimbursement), employee identification number, purpose of trip (a requirement by IHL) and location/place of visit, home department name, chartfield information, and the names of others accompanied on the same trip. The chartfield information must be completed. (Chartfield information includes Fund/Program/Dept ID/Proj-Grant) on the **START HERE** page of the worksheet. All information is imported to the other pages in the workbook to save you time. If you click on those fields in the workbook to type it will give you the error message "The cell or chart that you are trying to change is protected and therefore read-only"

If travel is being charged to a grant, please forward to the Office of Contracts and Grants Accounting for approval signature Box #5174, before sending to the Travel Office.

REGARDING CONFERENCES/WORKSHOPS/SEMINARS

Literature showing the hotel and conference blocked room rate must be attached to the Permission to Travel upon submission. If you stay at a hotel that exceeds the conference rate or a hotel other than the conference hotel and it exceeds the conference rate a waiver will be required to be reimbursed. This is a State Requirement. If the event does not have blocked rates set, the literature should show official date, location and events.

ESTIMATED EXPENSES

Gathered your prices from the conference literature (room ra

TRAVEL BY PUBLIC CARRIER

The airline passenger receipt (e-ticket) and itinerary for each trip must be attached to the voucher. Attach required

The Penalty for presenting fraudulent claim is a fine of no more than \$250.00; civil liability for the full amount received illegally, and, in addition, removal from office or position held by the person presenting such