TRAVEL VOUCHER WORKSHEET
DEPARTMENT OF PSYCHOLOGY

DATE:_____

NAME & EMAIL ADDRESS:_____

UIN NUMBER:_____

ADDRESS:_____

PURPOSE OF TRIP:_____
NO ABBREVIATIONS-SPELL OUT NAME OF CONFERENCE

MODE OF TRANSPORTATION: _____COMMERCIAL PLANE (include boarding passes)

_____UNIVERSITY CAR _____PERSONAL CAR _____TRAIN ____RODE WITH SOMEONE

_____RENTAL CAR (Travel Exemption Form Required) _____OTHER (Specify)_____

CONFERENCE HOTEL: _____YES _____NO (If conference hotel, include page listing conference hotel/s)

PER DIEM CLAIMED: _____YES _____NO (If yes, attach conference itinerary)

DID YOU MAKE A PRESENTATION:

_____YES (Include page showing your presentation at the conference)

_____NO (Students – Include an email from your faculty advisor explaining why you attended the conference)

DESTINATION:_____

CFOP/ACCOUNT #: _____

Date	DEPARTED FROM ARRIVED AT Place	Time	Auto Mileage	Auto Reimburse-ment		Other Transportation Reimbursement		Lodging		Meals or Per Diem	OTHER EXPENSES Item	Amount		LINE TOTALS	
Page _____ of _____				Column Total		Column Total		Column Total		Column Total			Column Total	Voucher Total	