

Instructions for filling out an Employee Travel Voucher <http://travel.illinoisstate.edu/forms/>

(All allowable expenses can be found on the [Travel website](#))

1. Purpose of Travel – needs to be detailed (i.e. name of conference, if attended pre-conference, attended vs presented,) (an agenda should be attached to travel voucher)
2. Traveler name and campus address (unless headquartered off campus)
3. UID#
4. Job Title
5. Headquarters – Typically ISU (if headquartered off campus – a [headquarters form](#) should have been submitted to the Comptroller's Office)
6. Residence – town employee resides in
7. License plate – indicate personal, fleet, rental etc. License plate is not needed.
8. Each day of travel needs to be listed, and expenses itemized per day.
9. Departed from (location departing from) - Times of travel are only required when claiming meals/per diem.
10. Arrived at (location arriving at) – Times of travel are only required when claiming meals/per diem.
11. Auto mileage
 - a. Use most current [Travel Voucher](#) for correct mileage rate.
 - b. Most direct route (if not the most direct route, indicate the reason for the additional miles in the notes section)
12. Automatically calculates when using the form in Excel
13. Transportation (airfare and Amtrak) – all other transportation expenses will be listed in other expenses column
14. Lodging – base rate plus applicable taxes itemized for each day (parking and internet will be listed under Other Expenses)
15. Meals/Per Diem – listed for each day (determine what eligible for and then reduce for meals provided)
 - a. [Per Diem Calculator](#)
16. Other Expenses – includes business use for internet, parking, taxis/shuttles, tolls, registration-if claiming travel reimbursements)
17. Line Totals
18. Notes – to be used to indicate any information useful to process voucher
 - Airfare paid CTP \$ / Registration paid V# \$
 - No lodging claimed – stayed with family/Plane was delayed
 - Conference lodging rate – see attached
19. Total Amount
20. Traveler's Signature – must have original signature of traveler or a digitally date stamped signature such as with DocuSign.
21. Date signed.

Attach all receipts showing proof of payment and include documentation that shows any conference rates! The completed form and documentation will be given to your office staff for processing. The ACH/direct deposit form can be found at <https://sendto.illinoisstate.edu/filedrop/achaccountspayable> if you haven't signed up yet. An email will be sent to let you know when a payment has been made for a reimbursement.