Travel Voucher Data

Please turn in all receipts except for meals

Name of Traveler:..... Destination: .....

Dates of Travel: From: ..... Through: .....

If the trip was less than 24 hours, but more than 12 hours - complete this box:

Time of departure from home: .....
Time of departure from Peoria: ..... ☐ Office ☐ Airport
Time of arrival at destination: .....
Time of departure from travel site: .....
Time of arrival in Peoria: ..... ☐ Office ☐ Airport
Time of arrival at home: .....

Meals: Were any meals included in the Registration Fee? ☐ Yes ☐ No
If Yes, give dates and state which meals (breakfast, lunch, supper):
.....

Annual Leave: Was Annual Leave taken? ☐ Yes ☐ No
If Yes, give dates: .....

Reimbursement Request:

Convert foreign currency to U.S. $ and provide documentation

Mileage: From home to airport (round trip mileage): ..... mi x 0.445 = ---------- $ 0.00

Transportation:

Airfare: $ ..... Provider Fee: $ ..... ---------- $ 0.00

Other mode to site: ☐ GOV ☐ POV (personal): ..... mi x 0.105 = ---------- $ 0.00

Lodging: Cost per night: $ ..... Number of nights: ..... = ---------- $ 0.00
Taxes per night $: ..... x nights = ---------- $ 0.00

Parking Fees: $ ..... ---------- $ 0.00

Tolls: $ ..... ---------- $ 0.00

Taxicabs: $ ..... Dates: ..... ---------- $ 0.00

Local Bus/Train: $ ..... Dates: ..... ---------- $ 0.00

*Phone: (Business related) $ ..... Dates: ..... ------ $ 0.00
(Personal: $5 US, $15 Foreign: per lodging day) $ ..... Dates: ..... --- $ 0.00

Rental Car: $ ..... Gas for rental car: $ ..... = ---------- $ 0.00

Miscellaneous: (Supplies, Foreign exchange fees), etc.) Explain: $ ..... ---------- $ 0.00
.....
.....

☐ Proceedings: Page No _____ Paper No; CDROM _____ Subtotal $ 0.00
☐ Abstract: Page No. _____or Paper No. _____
☐ Foreign Trip Report attached *M&IE will be added to subtotal.*

* Use government phone card whenever possible.

Clear Form