

PACIFIC LUTHERAN UNIVERSITY TRAVEL EXPENSE VOUCHER (Manual Version)

Name	Phone or Ext	Department Name	PLU ID Number

Remember to supply Name, Phone, Department, PLU ID number, Purpose, and Starting date

STATE BUSINESS PURPOSE OF TRAVEL (Specify dates, destinations, and/or names of those entertained.)

ITEMIZE ALL EXPENSES AND ATTACH ORIGINAL RECEIPTS

DATES (mm/dd/yy)						TOTAL
Air Transportation						
Personal Car (Attach Auto Mileage Record)						
Other Transportation (Car/Van Rental, etc.)						
Meals: Breakfast						
Lunch						
Dinner						
Lodging						
Registration						
Phone Expenses						
Other (Specify on a details page)						
TOTAL EXPENSES (This page)						

EXPENSE SUMMARY		Comments				BUSO Use Only
TOTAL EXPENSES (all pages)						ROUTING
Pre-Payments (See Note 1 below)	-					
Interdepartmental Charges (See Note 2)	-					
PLU Purchasing Card (See Note 3)	-	<i>Use box above for special instructions.</i>				Receptionist
Subtotal	=					
Travel Advance	-	XXXXXX	XXXX	XXXX	XX	
BALANCE DUE PLU (if negative amount)	=	BANNER ACCOUNT NUMBER				A/R
BALANCE DUE EMPLOYEE	=	Account number required				
Note 1: Payments made in advance through Accounts Payable Note 2: Van rental and other internal charges. Note 3: Payments made using a PLU purchasing card.						A/P

I understand that I will be required to reimburse the University for any expenses found not in compliance with Pacific Lutheran University's travel guidelines. A completed Travel Expense Voucher is due within 10 working days after the last day of the trip along with any Balance Due PLU.

Signature	Date
Budget Head	Date
Dean/Director	Date
Officer	Date