

TRAVEL EXPENSE VOUCHER

Do not list items directly billed to the University. See FAQ Document for Details

Name: _____ University ID#: 9 _____

Purpose for Travel: _____

TRAVEL LOG

Dates:							
Traveled From:							
Traveled To:							

PERSONAL AUTO MILEAGE

No. of Miles:							
\$.70 per Mile:							

Total Mileage: _____

FOOD EXPENSE (Do not combine receipt amounts)

Receipt Amt:							
Receipt Amt:							
Receipt Amt:							
Totals:							

Total Food: _____

LODGING (LIST THE TOTAL AMOUNT THAT APPEARS ON THE RECEIPT. DO NOT SPLIT OR COMBINE RECEIPTS.)

Lodging Cost:							
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Total: _____

TRANSPORTATION (Do not combine receipt amounts)

Cost for Airplane:	Cost for Train/Bus:	Cost for Car Rental:	Total Tolls Amount:	Parking:

Total: _____

MISCELLANEOUS EXPENSES and RECEIPT OVERFLOW:

List receipt amounts. Do not combine.	
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Signed: _____ Date: _____

Total Miscellaneous: _____

Please print name: _____

Approval: _____ Date: _____

Please print name: _____

Account Number: _____
(index) (fund) (org)

(acct) (prog)

Advance Account Number: _____
(if reconciling advance)

Grand Total: _____

Less Advance: _____

Amount Returned: _____

Amount Due: _____

[illegible]

Unit 5 Schools		<i>Schools visited other than listed here (e.g., Chicago Center placements), indicate school name, town location, and round trip mileage.</i>
school	r.t. mileage	
Benjamin ES	17.9	
Brigham ES	8	
Carlock	25.8	
Cedar Ridge ES	8	
Chiddix JH	3.6	
Colene Hoose	3.7	
Evans JH	11.2	
Fairview	5	
Fox Creek	12.56	
Glenn	1.4	
Grove Elem.	11.2	
Hudson Elem.	18.6	
Kingsley JH	3	
NCHS	12	
NCWHS	6.9	
Northpoint ES	8	
Oakdale	2.8	
Parkside Elem.	5.9	
Parkside JH	5.6	
Pepper Ridge	9.9	
Prairieland	8.9	
Sugar Creek	6.4	
Towanda Elem.	20	
District 87 Schools		
school	r.t. mileage	
Bent Elem.	1.34	
BJHS	2.6	
Bloomington HS	3.3	
Oakland	4.9	
Irving Elem.	3.2	
Stevenson	6.4	
Washington	4	
Sheridan Elem	3.2	
Local Area Schools		
school	r.t. mileage	
Clinton HS	53.76	
Congerville Elem	36.4	
Deer Crk-Mck JH	44.62	
El Paso HS	39.3	
Eureka HS	54.6	
Eureka MS	51.8	
Flan.-Cornell HS	74	
Gmntn Hills Elem.	91.8	
Gmntn Hills MS	94.4	

Goodfield Elem	42.2
Hartsburg-Emden	81.26
Heyworth HS	26.5
LeRoy Elem.	39.8
LeRoy Jr./Sr. HS	39
Lexington Jr/Sr HS	37
Maroa-Forsyth	66.6
Metamora HS	74.6
Olympia HS	39.5
Olympia S. Elem.	47.6
Prairie Central HS	74.96
Tremont HS	58.6
Trinity Lutheran	9
Tri-Valley	24.7
Tri-Valley MS	22.19
Upper Elementary	84.6
Washington HS	64