



## Clarion University Travel Expense Voucher

*Complete this form, print, obtain approval signatures, attach receipts, and forward to Accounts Payable.*

TRAVELER'S NAME (Print Clearly)	DEPARTMENT		<b>TO BE COMPLETED BY TRAVELER:</b>		
TRAVELER'S ACCOUNTS PAYABLE VENDOR NUMBER	CAMPUS <input type="checkbox"/> Clarion <input type="checkbox"/> Venango <input type="checkbox"/> Pittsburgh <input type="checkbox"/> Erie		YEAR	ACCOUNT NUMBER	AMOUNT
RESIDENCE STREET ADDRESS	CLASS TITLE				
CITY AND STATE	ZIP CODE	BARGAINING UNIT	OFFICE TELEPHONE NUMBER		

DATE	ITINERARY			TRANSPORTATION		LODGING		SUBSISTENCE	MISCELLANEOUS EXPENSES			
	TIME		LIST LOCATIONS	PERS. AUTO MILES	NAME OF CARRIER	CASH YOU PAID	NAME OF HOTEL	CASH YOU PAID	CASH YOU PAID	EXPLANATION	CASH	Totals
	LV	RET										
					ENTERPRISE RENT-A-CAR <input type="checkbox"/> Yes <input type="checkbox"/> No							

JUSTIFICATION: \_\_\_\_\_

<b>TOTALS</b>						
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PERSONAL AUTO  _____ MILES @ _____ c = \$ _____  _____ SUPERVISOR'S SIGNATURE AND DATE	<p><b>I certify that the statement and expenses claimed are correct, reasonable and were incurred in the performance of University duties and that I have not and will not accept reimbursement of any of these expenses from any other source. I further certify that if my personal automobile was used for University business during the period of travel claimed, insurance coverage was in affect to comply with the Pennsylvania Motor Vehicle Financial Responsibility Law (Act 1984-11).</b></p> <p>_____ TRAVELER SIGNATURE AND DATE</p> <p>_____ SUPERVISOR SIGNATURE AND DATE</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;">Personal Automobile Allowance</td> <td style="width: 20%; text-align: center;">\$</td> </tr> <tr> <td style="padding: 5px;">Total Reimbursement Claimed</td> <td style="text-align: center;">\$</td> </tr> </table>	Personal Automobile Allowance	\$	Total Reimbursement Claimed	\$
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