

INSTRUCTIONS FOR TRAVEL EXPENSE VOUCHER

- A. Prepare the Travel Expense voucher in original and 1 copy to provide the following distribution
1. Original Business Office
 2. 1 Copy Employee keeps
- B. Record your name, campus PO Box or personal address, and social security number
- C. Indicate the month for which the travel took place, and your department name
- D. Indicate the general purpose of the travel. IE Attendance at a training conference, personal contact with clients, audit of state agency, etc.
- E. Complete the portion of the form as indicated below (See MOM Vol. 1 Chapter 300 for additional instructions)

Column Requirement

- 1 Departure and place an A for AM or a P for PM
- 2 Record the time of arrival and place an A for AM or a P for PM
- 3 Describe the travel destination in terms of departure point, destination point and points en route
- 4 Code the mode of travel as follows

SC = State Car	CA = Commercial Airline	PT = Passenger Train
PC = Private Car	PA = Private Aircraft	OT = Other (Explain)
SA = State Aircraft	RC = Rental Car	
- 5 Indicate total car mileage or nautical air miles if personal car or aircraft was used. When more than one employee shares personal transportation, only one mileage allowance may be claimed
- 6 Enter extension amount for mileage allowed calculated as follows

A. Private Car Total mileage (column 5 x rate) rounded to the nearest cent first.

Private car mileage is 56.0 cents per mile for the 'high rate'
(first 1,000 miles in a month and qualifying for the 'high rate');

53.0 cents per mile for the middle rate; (over 1,000 miles in a month, otherwise qualifying for the 'high rate');

27.0 cents per mile for the 'low rate'; (for using a personal car when a rental or state car was available)

B. Private Aircraft Total nautical air mileage (column 5 x rate) rounded to the nearest cent

Private Aircraft Mileage is \$1.12 per nautical mile

*Calculation for nautical miles is

1.0 Nautical Miles = statutory miles (map miles) divided by 1.15

TRANSPORTATION	IN STATE	OUT OF STATE
Private vehicle	27.0 cents/mile	27.0 cents/mile
Private vehicle used requirements met, traveling less than 1,000 miles	56.0 cents/mile	56.0 cents/mile
Private vehicle used requirements met, traveling more than 1,000 miles in a month the balance over 1,000 miles	53.0 cents/mile	53.0 cents/mile
Private aircraft	1.12/Nautical mile	1.12/Nautical mile
State vehicle	NONE	NONE
Public Transportation	actual/reasonable	actual/reasonable

Rates as of January 1, 2021

7 Enter the amount of expense allowed based on the following schedule

	Travel Time	In-State	Out-of-State
MEALS			
A.	Three hours or less	none	none
A.	Greater than 3 hours		
	(In travel status at least 3 hours within each of the ranges below)		
	Morning 12:01 am – 10:00 am	\$ 7.50	\$ 13.00
	Midday 10:01 am – 3:00 pm	\$ 8.50	\$ 14.00
	Evening 3:01 pm – 12 midnight	\$14.50	\$ 23.00
1.	Maximum one meal allowed per normal work shift		
2.	Maximum two meals if travel commenced more than 1 hour before or terminated more than one hour after employee's normally assigned work shift		
3.	Use taxable meal column to record in-state meals (non-overnight travel)		

LODGING

Actual cost + tax on allowable rate In-state =\$96.00 Federal = \$96.00

(Must have a receipt)

If no receipt is available \$12.00 \$12.00

****LODGING JUSTIFICATION AND APPROVAL MUST BE ATTACHED****

8 Enter all expenses entitled for reimbursement and not provided in mileage allowance or expense rate. For example: Airline ticket, taxi fare. Receipts are to be obtained except for small amounts and attached to the agency copy of the Travel Expense Voucher. All "Other Expenses" are to be itemized by date in the block provided and explained on the bottom of the voucher.

9 Enter total amount allowed by day

10 Enter column totals for Columns 5-9 on line 10

11 If travel advance is applicable, indicate the amount received

12 If the total of line 11 is less than line 10 enter the difference on line 12

13 If line 11 is more than line 10 enter the amount due the state

F The Travel Expense Voucher must be signed by the employee claiming the expenses and filed within 90 days

G. The Travel Expense Voucher must be approved by the employee's supervisor or authorized agency official