# Ball State University
# Travel Expense Voucher

| Account Number | Dates of Travel | Amount |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

Name _____

Department _____

Purpose of Trip _____

☐ Direct Deposit
☐ Mail to Campus Address
☐ Mail to Home (Include Address)

| Date 20___ mm/dd | From | To | Time of Departure/ Return | Subsistence Periods 1 | 2 | 3 | 4 | Amount | Lodging Amount |
|---|---|---|---|---|---|---|---|---|---|
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**This section must be completed**

Was the registration fee paid directly by the University?

☐ No ☐ Yes, $ _____

Were any meals included in registration or otherwise furnished?

☐ No ☐ Yes, (Complete Meals Furnished Section)

**Meals Furnished Section**

_____Breakfast(s) at $ 6.50 = 0.00

_____ Lunch(es) at $ 6.50 = 0.00

_____ Dinner(s) at $ 12.00 = 0.00 Sub-Total 0.00

Less total meals furnished 0.00 → ( 0.00 )

(b) Total Subsistence 0.00 → 0.00 **b**

Total Lodge 0.00 **a**

Transportation and Miscellaneous

| Description | Amount | Description | Amount |
|---|---|---|---|
| Registration, if not paid by university | | Parking | |
| Airfare | | Bus | |
| Personal Car | | Taxi | |
| First 500 miles_____ miles at $0.40 | 0.00 | Car Rental | |
| Next 2500 miles_____ miles at $0.20 | 0.00 | Road Tolls | |
| Over 3000 miles_____ miles at $0.10 | 0.00 | Other (specify) | |
| | | Other (specify) | |
| | | (c) Total Trans & Misc. | 0.00 |

→ 0.00 **c**

Total (a+b+c) 0.00

Maximum Travel Authorization _____

Less Registration paid by university _____

Max payable to claimant _____

Cash Advance issued _____

Amount owed University (Attach check payable to BSU. Do not send cash) _____

Amount payable to traveler _____

**Certification:** I certify that the expenses on this voucher were incurred while in University travel status and are allowable expenses in accordance with University Travel Regulations.

Traveler Signature _____ Date _____

Department Signature _____ Date _____

_____
Accounting signature/date

Form B-111 Approved by the State Board of Accounts for Ball State University, 1991, Revised 1992, 1993, 2001, 2004, 2008, 2009