INSTRUCTIONS FOR COMPLETING TRAVEL VOUCHER FORM

Please type or print clearly. Do not use abbreviations. If additional space is needed, please use the Travel Voucher Detail Sheet (AC148)

If the form is missing information such as supervisor’s signature, account number or other pertinent information, the voucher will be returned to the sender for completion.

- Make sure the following information is filled in

  - **Line1**-
    Enter originating agency’s name: **Plattsburgh State University**
    (a) Enter originating agency’s five-digit code: **28240**

  - **Line2**-
    Payment Date: Leave blank
    (a) OSC Use Only: Leave blank
    (b) Liability Date: **Last** day of travel. (Should match Line 9)

  - **Line3**-
    Payee ID: **Leave blank, unless the payee is a non-employee.**
    (a) Additional: Leave blank
    (b) Zip Code: Leave blank
    (c) Route: Enter an “A” if you want the check to come back to the campus.
    (d) Payee amount: Enter total amount due traveler. If travel advance is involved, please enter amount after travel advance has been applied.
    (e) MIR Date: Leave blank

  - **Line4**-
    Payee name: Enter traveler’s last and **first name in the last name box.**
    Enter first initial and middle initial in the appropriate boxes. Enter a suffix only if traveler is a Jr. or III, etc. when used as part of a name.
    (a) IRS Code: Leave blank
    (b) IRS Amount: Leave blank

  - **Line5**-
    Address: Enter street address of payee
    (a) Stat Type: Enter “M” if personal car mileage is being claimed, otherwise leave blank
    (b) Statistic: Enter total number of miles being claimed, otherwise leave blank
    (c) Indicator Dept: Leave blank
    (d) Ind Statewide: Leave blank
Line 6-
Address: Further address information if needed
(a) Ref/Inv Number: Dates of travel (ex. 10/1/08-10/4/08)

Line 7-
City: City where payee resides
(a) State: State where payee resides
(b) Zip: Zip code where payee resides
(c) Ref/Inv Date: First day of travel

Line 8-
Purpose of travel: Enter the specific purpose of travel. Do not use abbreviations.
If candidate for an interview, please indicate title of position he/she interviewed for.
(a) Official Station: Usually SUNY Plattsburgh. The official station is the employees usual work location. Some travelers may have a different official station.

Line 9-
Destination: City, state & county payee traveled to.
(a) Residence: City where payee resides

Line 10-
Enter date and time of departure (include am or pm)
(a) Enter date and time of return (include am or pm)
(b) Negotiating unit: Enter traveler’s 2-digit negotiating (bargaining) unit code. If the traveler is a non-employee, enter the words “non-employee.”
(c) Travel advance: Check “yes” if a travel advance was issued. “No” if not.
(d) Paid by Direct Bill: This box is for expenses that were paid with a Purchase Order. Check the “yes” box if something regarding this travel was paid via PO. If there was a PO used, please write the PO number in the appropriate part of voucher.
(e) Corporate Card: This box is for expenses that were paid using a Citibank travel card or office Procurement card. If something was charged to one of these credit cards, please list the expense in the appropriate part of the voucher.

Line 11-
Lodging: Multiply the number of days claimed by actual lodging rate to compute total lodging claimed. E.g. 2 days @ $40.00 per day = $80.00 total. Carry the total across to the totals column.

Line 12-
Transportation: Enter means of transportation (State vehicle, air, train, bus, personal vehicle, etc.) and fill in transportation expenses (may include bus, train, airline, taxi, ferry, etc.). If “PO” is used, enter a dollar figure for that particular
expense. Please note PO # used and include the number. Carry the total across to the totals column.

- **Line13**-
  Meals: Enter all meals, day trips, per diems, and meals outside the per diem. Carry the total across to the totals column.

- **Line14**-
  Mileage: If personal vehicle is used for travel, attach a completed AC160 form. In this section, enter total mileage being paid along with current mileage rate which is $0.50 per mile (effective 1/1/10). Multiply and carry total to totals column (miles x $0.50 cents per mile).

- **Line15**-
  Incidental Expenses: Enter miscellaneous expenses if any (parking, tolls, registration, telephone). Any loose receipts for these types of expenses should be stapled to a full sheet of paper before being submitted with the voucher. Carry the total across to the totals column.

- **Line16**-
  Enter total amount of voucher. (Add items in line 11 through 15).

- **Line17**-
  Carry the total from Line 16 into this box.

- **Line18**-
  Enter the total amount of expenses that were paid on the Citibank travel/procurement card.

- **Line19**-
  Enter the total amount of expenses that were paid on a Purchase Order (directly to the vendor).

- **Line20**-
  If an advance was given, enter the total dollar amount of the advance in this box.

- **Line21**-
  Enter any non-reimbursable expenses that were included on any bills. Usually, personal expenses are personal phone calls, movies, etc. Also, if there was a grant given to the traveler, enter that amount here (examples: Sponsored Research, Institutional Advancement, CAS, etc).

- **Line22**-
  This is the total amount due to the payee.
- **Line23-**
Enter traveler’s signature, title, and date signed. If payee is a non-employee, the title would be non-employee, candidate, speaker, etc.

- **Line24-**
Supervisor’s original signature, title, and date are required. Vouchers without signatures or with initialed signatures will be RETURNED. A Vice President’s signature is also required, if the authorization to travel has not been signed by a VP.

- **Line25-**
Enter account number to be charged. If there is more than one account to be charged, please use Funding Limitation Form. **DO NOT ENTER DOLLAR AMOUNTS. This will be done by the Accounting Office.**

- **Line26-**
Write the name, telephone ext., and location of the person preparing the travel voucher.