INSTRUCTIONS FOR COMPLETING TRAVEL VOUCHER FORM

--Please type or print clearly. Do not use abbreviations.
--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:

**Originating agency**: Plattsburgh State University
**Agency code**: 28240
---

**Payment Date**: Leave blank
**OSC Use Only**: Leave blank
**Liability Date**: Last day of travel
---

**Payee ID**: Leave blank, (NO social security number required).
**Additional**: Leave blank
**Zip Code**: Leave blank
**Route**: Leave blank
**Payee amount**: Enter total amount due traveler. If travel advance is involved, please enter amount after travel advance has been applied.
**MIR Date**: Leave blank
---

**Payee name**: Enter traveler’s last name 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.
**IRS Code**: Leave blank
**IRS Amount**: Leave blank
---

**Address**: Enter street address of payee
**Stat Type**: Enter “M” if personal car mileage is being claimed, otherwise leave blank
**Statistic**: Enter total number of miles being claimed, otherwise leave blank
**Indicator Dept**: Leave blank
**Ind Statewide**: Leave blank
---

**Address**: Further address information if needed
**Ref/Inv Number**:  
-For *employee* reimbursement: enter dates of travel (ex. 10/1/13-10/4/13)
-For *non-employee* reimbursement: enter the last name of the traveler (example: TRAVEL/SMITH)
---

**City**: City where payee resides
**State**: State where payee resides
**Zip**: Zip code where payee resides
**Ref/Inv Date**: First day of travel
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.

Official Station: Usually SUNY Plattsburgh. The official station is the employee's usual work location. Some travelers may have a different official station (Branch Campus). For non-employees, enter the city and state they reside.

Destination: City, state & county payee traveled to.
Residence: City & state where payee resides

Enter date and time of departure (include am or pm)
Enter date and time of return (include am or pm)

Negotiating unit: Enter traveler's 2-digit negotiating (bargaining) unit code. If the traveler is a non-employee, enter the words “non-employee.”

Travel advance: Check “yes” if a travel advance was issued. “No” if not.

Paid by Direct Bill: This box is checked when expenses 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.

Corporate Card: This box is checked when expenses were paid using a Citibank travel/NET 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.

Indicate All Travel Expenses area:

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.

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.

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

Mileage: If personal vehicle is used for travel, attach a completed AC160 form. In this section, enter total mileage being claimed along with current mileage rate which is $.565 per mile (effective 1/1/13). Multiply and carry total to totals column (miles x .565 cents per mile).
---

**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.

---

Enter total amount of expenses listed.

Carry the total to the Summary box listed ‘A. Total Travel Expenses’ on the right hand side of the travel voucher.

---

**B. Subtract Amount Billed Directly to Agency (Corporate Card):** Enter the total amount of expenses that were paid on the Citibank travel/procurement card.

---

**Other Direct Bill to Agency:** Enter any expenses paid by a purchase order and note the PO # next to the word ‘specify.’

---

**C. Subtract Amount Paid With Travel Advance:** If an advance was given, enter the total dollar amount of the advance in this box.

---

**D. Other Adjustments:** Enter any PO numbers and amount used to pay expenses for the trip. If any non-reimbursable expenses were included on any bills, subtract by entering the amount in this area. 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).

---

**Total Amount To Be Reimbursed To Traveler:** This is the total amount due to the payee.

---

**Payee’s Certification** box:
Enter traveler’s signature, title, and date signed. If payee is a non-employee, the title would be non-employee, candidate, speaker, etc.

--------

**Supervisor’s Certification** box:
Supervisor’s and Vice President’s original signatures, titles, and dates are required. Vouchers without signatures or with initialed signatures will be RETURNED.

---

**Expenditure area:**
In Cost Center Unit box, 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.**

---

Write the name, telephone ext., and location of the person preparing the travel voucher on the very bottom of the travel voucher.