



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

TRAVEL

SUB-TOPIC

TRAVEL VOUCHER

The State of Texas Travel Voucher (Exhibit B2) must be submitted and approved for payment at the completion of a trip before travel reimbursement can be provided. Travel expenses may be reimbursed only from those funds appropriated or authorized for travel. The Travel Voucher must reflect the benefits derived by UTD (see Section B2-110.0).

Each portion of a trip must be listed on the "Record of Transportation and Duties Performed" section of the Travel Voucher (Exhibit B2) and must include the following:

1. The origin and destination of each portion of the trip,
2. The means by which travel was accomplished,
3. A statement detailing the purpose of the trip (see B2-110.0 for allowable purposes), and
4. The fares paid, or personal car mileage accrued for each portion of the trip.

For the timely and efficient processing of travel reimbursements, Travel Vouchers must be submitted to the Travel Coordinator in Procurement Management as soon as possible after trip completion but not to exceed thirty (30) days. Such vouchers may be presented as follows:

1. Only after completion of travel.
2. On a single trip basis for employees whose normal duties do not require full-time travel.
3. On a weekly basis for employees whose normal duties require full-time travel or who make recurring local trips. As a convenience to such employees, Travel Vouchers may be submitted less frequently.

It is beneficial to the absented employee to submit the voucher as soon as possible after a trip is completed so that expenses incurred by that employee may be recovered in a timely manner.

When vouchers are presented for a specific trip or period, they should reflect the inclusive dates of travel. All reimbursable travel expenses and assignments must be included in the voucher. A Travel Voucher must be submitted within the following time



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periods, dependent upon associated criteria:

1. When travel cash advance was given or when general funds are to be used or reimbursement, the Travel Voucher must be submitted within thirty (30) days after trip completion.
2. Travel expenses applicable to one fiscal year must be submitted on a Travel Voucher no later than the second working day in September of the following fiscal year.
3. Travel expenses applicable to contracts and grants should be submitted on a Travel Voucher no later than fifteen (15) days after the expiration of the grant or contract.

NOTE: See Exhibit B2, pages 1 through 7, for the preparation of a Travel Voucher.