



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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5**

**PAGE  
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SUBJECT

**Travel**

SUB-TOPIC

**TRAVEL VOUCHERS, Continued**

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.