

INSTRUCTIONS FOR PREPARATION OF TRAVEL VOUCHER

The State of Texas Travel Voucher must be completed in accordance with the items provided on the front and back portions. Forms are available through Central Stores. The item numbers listed below correspond to the numbered items on the attached voucher. It is necessary to complete the numbered items only.

FRONT OF VOUCHER - (Top Portion) - GENERAL INFORMATION

1. Pay To (Give complete mailing address of claimant; i.e., name, address, city, state, zip code. This information is required in all cases even when check is to be picked up. For campus mail, use UTD Mail Station.)
2. Title of Claimant; i.e., Professor or Prospective Employee
3. Designated Headquarters (Richardson)
4. Employee Number (Enter Employee Social Security Number.)
5. UTD Account Number of Paying Department and Account Title (Account number should agree with number of Travel Authorization.)
- 6a. Dates Covered by Voucher (date trip began; i.e., month/day/year)
- 6b. Dates Covered by Voucher (date trip ended; i.e., month/day/year)

FRONT OF VOUCHER - (Distribution Section) - EXPENSE ITEMIZATION FOR IN-STATE TRAVEL

7. Total of 7a, 7b (if applicable) & 7c
 - (a) Fares, Public Transportation - Taxi (from Record of Transportation and Duties Performed on back of Voucher - Item 16)
 - (b) Fares, Public Transportation - Airfare (from Record of Transportation and Duties Performed on back of Voucher - Item 16. When airfare is billed to the University by Travel Agency, show fare here but do not extend to Item 7.) **RECEIPTS REQUIRED**
 - (c) Fares, Public Transportation - Rental Car (from Record of Transportation and Duties Performed on back of Voucher - Item 16) **RECEIPTS REQUIRED**
- 8a. Personal Car Mileage (from Mileage Point to Point on back of Voucher - Item 17)
8. Amount of Personal Car Mileage (Item 8a multiplied by State Allowance Rate)
9. In-State Per Diem Allowance (Item 13 on back of Voucher for In-State Travel)
10. Parking Fees (Itemize on back of Voucher.)

11. Other Travel Expense (Itemize other allowable travel expense on back of Voucher; i.e., registration fees, business calls, hotel taxes, etc.)
12. Date Travel Advance received
13. Amount of Travel Advance
14. Total (sum of Items 7, 8, 9, 10, 11)

FRONT OF VOUCHER (Distribution Section) - EXPENSE ITEMIZATION FOR OUT-OF-STATE TRAVEL

7. Total of 7a, 7b (if applicable) & 7c
 - (a) Fares, Public Transportation - Taxi (from itemization of fares on back of Voucher - Item 16)
 - (b) Fares, Public Transportation - Airfare (from itemization of fares on back of Voucher - Item 16. When airfare is billed to the University by the Travel Agency, show the fare here but do not extend it to Item 7.) **RECEIPTS REQUIRED**
 - (c) Fares, Public Transportation - Rental Car (from itemization of fares on back of Voucher - Item 16) **RECEIPTS REQUIRED**
- 8a. Personal Car Mileage (from Mileage Point to Point on back of Voucher - Item 17)
8. Amount of Personal Car Mileage (Item 8a multiplied by State Allowance Rate)
9. Out-of-State Per Diem Allowance (Item 13 on back of Voucher for Out-of-State Travel)
10. Parking Fees (Itemize on back of Voucher.)
11. Other Travel Expense (Itemize other allowable travel expense on back of Voucher; i.e., registration fees, business calls, hotel taxes, etc.)
12. Date Travel Advance received
13. Amount of Travel Advance
14. Total (sum of Items 7, 8, 9, 10, 11)

FRONT OF VOUCHER (Bottom Portion) - CERTIFICATION AND APPROVAL SECTION

15. Signature of claimant
16. Date signed
17. Signature of Appropriate Departmental Authority
18. Date Approved for Payment

BACK OF VOUCHER (Top Portion) - IN-STATE INFORMATION

1. Date traveler left headquarters; i.e., month/day
- 2A/2B. Time (hour and minutes) traveler left headquarters; i.e., 8:00
3. Part of day traveler left headquarters; i.e., AM or PM
4. Date traveler returned to headquarters; i.e., month/day
- 5A/5B. Time (hour and minutes) traveler returned to headquarters; i.e., 6:45
6. Part of day traveler returned to headquarters; i.e., AM or PM
7. Daily meal claim not to exceed \$25.00 (See Section B2-220.1, A.1.)
8. Actual lodging cost, not to exceed \$70.00 per day (See Section B2-220.1, A.1.) -
RECEIPTS REQUIRED (See Section B2-220.1, A.2.)
9. Total of meals and lodging, not to exceed \$95.00 per day (sum of Items 7 and 8 - see
Section B2-220.1, A.1.)
10. Actual expense of meals
11. Actual expense of lodging
12. Total daily actual expense of meals and lodging (sum of Items 10 and 11)
13. Total meal and lodging claim (amount that should be carried to front - Item 9 - under In-
State Travel) LODGING RECEIPTS REQUIRED
14. Total amount of actual expenses incurred (amount that should be carried to front - Item 9 -
under In-State Travel)

BACK OF VOUCHER (Middle Portion) OUT-OF-STATE INFORMATION

1. Date traveler left headquarters; i.e., month/day
- 2A/2B. Time (hour and minutes) traveler left headquarters; i.e., 8:00
3. Part of day traveler left headquarters; i.e., AM or PM
4. Date traveler returned to headquarters; i.e., month/day
- 5A/5B. Time (hour and minutes) traveler returned to headquarters; i.e., 6:45
6. Part of day traveler returned to headquarters; i.e., AM or PM

7. Actual meal cost not to exceed Locality Based Allowance (See Section B2-220.1.1, B and Exhibit B7 of this Manual.)
8. Actual lodging cost not to exceed Locality Based Allowance (See Section B2-220.1.1, B and Exhibit B7.) RECEIPTS REQUIRED (See Section B2-220.1.1, B of this Manual.)
9. Total of meals and lodging not to exceed Locality Based Allowance (sum of Items 7 and 8 - see Exhibit B7 for rates)
10. Actual expense of meals
11. Actual expense of lodging
12. Total daily actual expense of meals and lodging (sum of Items 10 and 11)
13. Total meal and lodging claim (amount that should be carried to front - Item 9 under Out-of-State Travel) LODGING RECEIPTS REQUIRED
14. Total Amount of actual expenses incurred (amount that should be carried to front - Item 9 - under Out-of-State Travel)

BACK OF VOUCHER (Bottom Portion) RECORD OF TRANSPORTATION AND DUTIES PERFORMED

15. Date of travel
16. Record of Transportation and Duties Performed (record of transportation claimed, purpose of trip, and benefit to U.T. Dallas) (See Section B2-110.0 of this Manual - Description must include identification of person or place contacted and/or nature of the official business of the State performed within the legal responsibilities of the agency.)
17. Mileage Point to Point (See Exhibit B5/B6 in this Manual - amount to be carried to front - Item 8A)