

THE UNIVERSITY OF TEXAS AT DALLAS  
PROCUREMENT MANAGEMENT OFFICE

To: \_\_\_\_\_

Date: \_\_\_\_\_

Subject: TRAVEL REIMBURSEMENT

In Reference To \_\_\_\_\_'s Travel Voucher of \_\_\_\_\_.

This Travel Expense Voucher is being returned for the reason(s) checked below (See applicable Policies and Procedures Section.)

- Number of days or amount of per diem claimed is incorrect. (Section B2-220.0)
- Dates and time of travel and return to designated headquarters must be shown on back of the front page. (Section B2-180.0 and Exhibit B2 for In-State or Out-of-State)
- Show claim for taxi, limousine or rental car under "record of transportation and duties performed" section on back of the front page. (Section B2-180.0 and Exhibit B2 for In-State or Out-of-State)
- Error in addition.
- Insufficient description of duties performed. Must describe fully showing advantages to The University of Texas at Dallas or the State of Texas. (Section B2-110.0 and Exhibit B2 for In-State or Out-of-State)
- No, or insufficient, receipts for traveling expenses. (Section B2-190.0)
- Travel has not been approved by the appropriate approving authority. (Sections B2-110.0, B2-150.0, B2-200.0)
- A daily detail of mileage between towns or points within cities is required on the back of the voucher. (Section B2-180.0, Exhibit B2 for In-State or Out-of-State)
- Permission to receive actual expenses required for travel reimbursement. (Section B2-180.0, Exhibit B2)
- No Travel Authorization Form has been submitted. (Section B2-150.0, Exhibit B1)
- No signature of claimant or department head. (Section B2-180.0, Exhibit B2)
- Travel Voucher period of time different from that authorized on Travel Authorization Form. (Section B2-180.0, Exhibits B1 and B2)
- Record and method of transportation not complete on Travel Voucher. (Section B2-180.0 Exhibit B2)
- Account Number, Department or Title not complete. (Section B2-180.0, Exhibit B2)
- Insufficient Funds
- Other \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE RETURN THIS FORM WITH CORRECTED VOUCHER TO TRAVEL COORDINATOR.

\_\_\_\_\_  
For Procurement Management Office