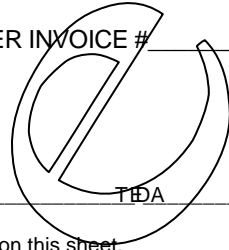


NORWICH UNIVERSITY TRAVEL EXPENSE VOUCHER



NAME _____ SOC SEC # _____ TBA

INSTRUCTIONS: University Credit Card is to be used whenever possible but NOT itemized on this sheet.
Attach all Norwich University credit card receipts to monthly credit card statement.
Refer to University Travel Expense Reimbursement Regulations stated on reverse.
Attach **receipts for all expenditures. Expenses without receipts will not be reimbursed.**
Itemize miscellaneous items by day and explain in description column.

PURPOSE _____

DESTINATION _____

DATES _____

NEW Banner System Acct #		76100	76150	76050	76200	76250	
DATE	DESCRIPTION	TRANSPORTATION					
		AIR	GROUND	NO. OF MILES	REGISTRN & FEES	LODGING	MEALS
TOTALS OF ABOVE EXPENSES		\$	\$		\$	\$	\$

Department ORG # _____
 OR
 Grant Fund # _____
 Activity # _____

TOTAL EXPENSES ITEMIZED ABOVE \$ _____
 Less Advance T _____ \$ _____
 Amount Due University \$ _____
 or
 Amount Due Traveler \$ _____

I certify that the expenses outlined above are correct and that I have paid the total shown.

Signature of Payee _____
ADVANCE TRAVEL NUMBER _____

APPROVED: DIVISION HEADS, SUPERVISOR OR SENIOR OFFICER
FACULTY ONLY: _____
DEAN'S OFFICE APPROVAL IN ADDITION TO ABOVE