# Duke University Travel Expense Voucher

## A. General Information

**Name of Payee:**

**Date of Trip:**

**Mail Check To:**

- [ ] Pick up at Bursar's Office
- [ ] Pick up at Broad Street

**Purpose of Trip:**

## B. Attach Original Receipts.

<table>
<thead>
<tr>
<th>Registration $</th>
<th>Airfare $</th>
<th>Private Vehicle $</th>
<th>Miles @ $ = $</th>
<th>Rental Vehicle $</th>
<th>Taxi $</th>
<th>Other Transportation $</th>
<th>Total</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Lodging</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
</table>

**Foreign Travel Per Diem:** In lieu of documentation: ___ days @ $____ per day.

## C. Total Expenses

**Less excess departmental allocation or amount reimbursed by non-Duke sources. (Do not include Travel Advance):**

**Reimbursable Expenses:** $___

## D. Distribution of Charges

<table>
<thead>
<tr>
<th>Fund</th>
<th>Object</th>
<th>Component</th>
<th>Amount</th>
</tr>
</thead>
</table>

## E. N.C. Sales Tax Paid

(Less Travel Advance) if applicable, 1412

<table>
<thead>
<tr>
<th>Requestor's Name</th>
<th>Requestor's SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Amount Due Duke:** $___

**Amount Due Payee:** $___

## F. Certification

I certify that I have expended the amounts shown above for travel as indicated. The items were taken from records kept by me and, to the best of my knowledge, are correct. If chargeable to a grant or contract funded by an agency other than Duke University, I certify that the claimed travel expenses were by the most economical method and comply with the conditions of the grant or contract.

**Payee Signature**

**Department**

**Date**

**Approved By**

- Department Head or Principal Investigator (other than payee)

**Print Name**

**Date**

**Signature**

**Title**

**Prepared By**

**Telephone #**

**Reviewed By**

**Accounting Services**

**Date**