Travel Voucher Instruction Sheet

Travel Vouchers are completed to document the money spent out of pocket or out of cash advance.

Things you need to complete form:

1. Receipts of all cash transactions.
2. Group Travel Request (It has the Organization number that you will need for this form also.)
3. P-Card Expense Report

STEPS

1. Open up your internet browser and type the address below into the address:
   http://campus.murraystate.edu/forms/

2. Your screen should look like this.->
3. The eighth option down says Travel Voucher Form (Circled in green). Click on this.

4. You have this screen below. If you need to zoom in or out, you can click on the “+” or “-“. Fill in the appropriate information in all the subgroups. You cannot save a completed form. Saved forms will come up blank.

5. Example of information to fill in Below
6. Fill in your personal information such as name, address, M number, Department, etc. When you try to start typing on your form, this window -> will pop-up informing you that you cannot save a completed copy of this form. Click close.

7. If you do not know your org number, you can call the Study Abroad Department at 270-809-2277. But the rest of the information in that section (chart, fund, account & program) should be as in the example photo on the right.

8. Document cash or out of pocket expenses based on date. On the first entry, document the departure city and the destination city and the purpose of the program. The picture to the right is an example. In Type of Transportation Used (at the top of this section) you click PERSONAL VEHICLE if you drove yourself. You can be reimbursed for the mileage at $0.45 per mile. If you used a shuttle or university transportation, you will choose UNIVERSITY VEHICLE.
9. If you have more dates or cash advance/out of pocket expenses than can fit on the first page, there are more spaces available on the second page if you scroll down.

10. If you drove yourself, you can type in the mileage and in the appropriate section. In my example I have circled it in green. The form then inserts it at the bottom in TOTAL MILEAGE. You then insert 0.450 for the gas mileage. I have circled this in pink. Over to the left, the form will calculate the cost of your gas.
11. After you have filled in all the necessary entries, the total on each page will be added up and inserted at the bottom of the first page. If information was inserted on the second page, the total will be inserted on the first page in the section that is circled in orange. The section circled in purple is the total on the first page. The section circled in green, is the amount of cash you were given as a cash advance. Be sure to insert a “-” in front of the total in order to determine how much you are to be reimbursed or reimburse the university. If you owe the University, the total will be “-$$???.??”. If you are owed money, the total will come out positive. In this example, the director owes $50.

12. You need to type in the total reimbursement amount from the bottom into the top. (Circled in green). The total will automatically be dropped down into the total expense Allocation box. (The second section circled in green).
13. Once you have completed the form, print. Sign at the bottom of the page where it says, “Payee Signature” and date it. Make a copy for yourself and forward original to Study Abroad office with all receipts. You have to have all the receipts of every transaction in order to be reimbursed. Also, be sure to have students sign the back of meal receipts and sign a form stating that they have received cash if you have disturbed cash for them to supply their own meals. If you do not have these receipts or signatures, you will not be reimbursed.