MURRAY STATE UNIVERSITY

Accounting & Financial Services Travel Voucher Form

TR	

DATE PREPAR	ED						A&FS	Approv	/al			Date	
TO AVOID REIMBURSEMENT DELAYS: COMPLETE IN FULL, ATTACH REQUIRED RECEIPTS, AND OBTAIN NECESSARY APPROVALS													
EMPLOY		STUDENT	от	HER:			MSU DEPA	RTME	NTA	LNAME		MSU	DEPT PHONE
PAYEE'S NAME	-	STODENT	01	HER.			BANNER II	5				PHONE NUMBER	
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RESIDENCE AD	DRES	S (see note at bottom	n of form)										
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DEAN / VF							L			11 am to 1 pr		\$15	\$18
DEAN / VE	APPI	NUVAL			DA					5 pm to 7 pm Do not claim		\$23 registration fees.	\$28
			oble)			TE				Originial receip	ts required for exp	ense of \$10 or mo /ww.murraystate.eo	
ADDITION	IAL AF	PROVAL (If Applic	aDIÊ)		DA		Die e	nt	Te*			-	
PRESIDE		APPROVAL (If Ap	plicable)		DA	TE	vendor in	nvoic	e n	umber you wil	ll use TR, Trave	Direct Payment eler's initials and	d 1st day of
. REGIDEI					DA							eling on 07/01/0 imbursements	
							through						

Rev 11/2024

PLEASE RETAIN A COPY FOR YOUR RECORDS

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