



SOUTH TEXAS COLLEGE

TRAVEL VOUCHER

1. Archive reference number		2. Document Date		3. Document amount		4. Department		5. Title			
6. Pay to: (employee's name and address)								7. Designated Homebase			
								8. Employee's A #			
9. Line		Organization Code		Account Code		Organization Name		Amount			
001											
9. Line		Organization Code		Account Code		Organization Name		Amount			
002											
9. Line		Organization Code		Account Code		Organization Name		Amount			
003											
10. Travel Dates						11. Description & City					
From:						To:					
12. DISTRIBUTION									Amount		
IN-STATE TRAVEL / EXPENSE ITEMIZATION (INCLUDE PAYMENTS MADE DIRECTLY TO VENDOR)									\$		
Fares, Public transportation (attach receipts, ticket stub), Taxi			Air Fare		Rental Car						
Personal car mileage Miles @ \$0.58			X								
Meals											
Lodging											
Parking											
Other travel expenses (itemize)			Lodging/City Taxes								
Less Travel Advance Check #											
OUT-OF-STATE TRAVEL / EXPENSE ITEMIZATION (INCLUDE PAYMENTS MADE DIRECTLY TO VENDOR)									\$		
Fares, Public transportation (attach receipts, ticket stub), Taxi			Air Fare		Rental Car						
Personal car mileage Miles @ \$0.58			X								
Meals											
Lodging											
Parking											
Other travel expenses (itemize)											
TRAVEL BETWEEN CAMPUSES ONLY (attach mileage log)											
Personal car mileage			Miles @ \$0.58								
TOTAL EXPENDITURES											
Less Payments made directly to vendor											
Less Travel Advance Check #											
Total Due to Employee, (STC) Attached Check									\$		
13. I certify that the expense account shown above is true, correct and unpaid.											
Claimant				Date		Financial Manager(Director or Dean)				Date	
sign here						sign here					
14. Contact name						Phone (Area code and number)		15. Entered by			
16. Approved						Title		Date			
sign here											
16. Approved						Title		Date			
sign here											