



Quincy University

Itemized Travel Voucher

Please submit this form to the Business Office within three days of your return.

Date(s) of Travel: _____

Destination & Reason for Travel: _____

Expenditures: *(Attach Receipts)*

Transportation:

_____ Bus _____ Train _____ Plane \$ _____

_____ Rental Car \$ _____

_____ Personal Car: Odometer Reading: Start _____ Ending _____

Total Miles _____ X \$.58 = \$ _____

Lodging & Meals:

Motel \$ _____

Meals *(Include Tips)* \$ _____

Other Expenses: *(Describe)*

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL EXPENSES \$ _____

Advance \$ _____

If advance exceeds total expenses, enter amount.

\$ _____

If total expenses exceed advance, enter here.

\$ _____

Account Number Charged: _____

Approved by: _____

Department Chair

Traveler's Signature