

SOUTHEASTERN UNIVERSITY
1000 Longfellow Boulevard, Lakeland, FL 33801
TRAVEL EXPENSE VOUCHER * FILE WITHIN 14 DAYS

Payable to (Name) _____ Date _____ Employee ID# _____

Mail to (Name) _____

Mail to (Address) _____

(City) _____ (State) _____ (Zip Code) _____

Telephone Number (_____) _____ Phone Ext. _____

Trip From: _____ To: _____
 (City and State) (City and State)

To: _____ To: _____
 (City and State) (City and State)

Purpose of Trip: _____

DAILY EXPENSES DATE								LINE TOTAL
Plane, Train or Bus								
Personal Auto								
Car Rentals / Gas								
Taxi, Limousine								
Hotel (Room & Meal)								
Meals - Charged to University								
Meals - Paid								
Parking and Tolls								
Other - Explain <i>(e.g., seminars/materials/tips)</i>								
Daily Total								

Explanatory Notes:	TOTAL OF ALL EXPENSES	
	Less Items Charged to University	
	Petty Cash Advance	
	Check Advance (Ck.# _____)	
	Less Unreimbursable Expenses	
	Net Amount to be Reimbursed	
	Net Amount due to University	

Account No.	Amount	Account No.	Amount

 (Employee Signature) (Date)

 (Department Vice President) (Date)

 (Department Head Approval) (Date)

**Southeastern University
REIMBURSEMENT POLICY**

1. COMPLETE FORM by including Employee ID Number, Purpose of Trip, Account Number, and all totals.
2. ORIGINAL RECEIPTS are required. Tape all receipts to 8½ x 11 paper. Do not tape over numbers and do not highlight totals.
3. TRAVEL BY COMMON CARRIER (airplane, train, bus, boat, etc.) will be reimbursed at the NORMAL ECONOMY RATE or actual cost, whichever is less, plus the necessary expense to and from the place of departure of the common carrier.
4. PERSONAL AUTOMOBILE usage, if work-related, is reimbursed at the current IRS rate per mile by the most direct route. The maximum allowable reimbursement may not exceed the published tourist airfare to and from the site of the meeting, plus round-trip mileage to the airport, plus parking at the airport.
5. CAR RENTAL requires advance authorization by the University. The University will reimburse for the rental of compact or mid-sized vehicles only.
6. UNREIMBURSED EXPENSES include items not directly related to Southeastern University, such as telephone calls, lodging and meals for family members and guests, entertainment, etc.

PAYMENT OF UNREIMBURSED EXPENSE: If you are authorized to sign the hotel bill on check out, pay for unreimbursed expenses at that time and have the hotel deduct this from the final bill sent to Southeastern University. In other cases, unreimbursable expenses are to be deducted from the total of expenses.

WORK SHEET

USE OF PERSONAL AUTOMOBILE

Highway mileage from _____ to _____ and return:

_____ at the current IRS rate per mile = \$ _____
(Total Miles)

MEALS

DATE							
BREAKFAST							
LUNCH							
DINNER							
TOTAL							