

# GOUCHER COLLEGE

## TRAVEL EXPENSE REIMBURSEMENT VOUCHER

Date: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
(Circle One): \_\_\_\_\_  
Name: \_\_\_\_\_ Campus Mail \_\_\_\_\_  
Department: \_\_\_\_\_ USPS \_\_\_\_\_  
Destination (City, State): \_\_\_\_\_ Date \_\_\_\_\_  
Destination (City, State): \_\_\_\_\_ Date \_\_\_\_\_  
Purpose of Trip: \_\_\_\_\_

**PLEASE ATTACH DOCUMENTATION FOR FOREIGN CURRENCY EXCHANGE RATE.**

### ACTUAL EXPENSE DOCUMENTATION

*Please fill in below the Goucher account number, total for meals & lodging, and travel.*

**Goucher account number:** 01 - \_\_\_\_\_ (unit number)  
**TOTAL AMOUNT FOR MEALS & LODGING (51410):** \_\_\_\_\_ (see below for object code)  
**TOTAL AMOUNT FOR TRAVEL (51400):** \_\_\_\_\_ (see below for object code)

<b>Object Code:</b>		
<u>51410</u>	Meals: (attach receipts) . . . . .	\$ _____
<u>51410</u>	Lodging: (attach receipts) . . . . .	_____
<u>51400</u>	Air Fare: (attach receipts) (Do not include cost if purchased by the College.)	_____
Other:	_____	_____
<u>51400</u>	Privately-Owned Vehicle _____ Miles at \$ .54 per mile . .	_____
<u>51400</u>	Public Transportation . . . . .	_____
	Other (explain here) _____	_____
	Total Expense . . . . .	\$ _____
	Deduct Cash Advance if applicable . . . . .	_____
	Difference (due Goucher) (due traveler) circle one . . . . .	\$ _____

*Applicant's Certification: I certify that these charges are accurate and that I am claiming no reimbursement from other sources for expenses reported for this trip.*

\_\_\_\_\_  
(Authorized Signature) (Signature of Traveler)

\_\_\_\_\_  
(Print Name) (Print name)  
Prepared By: \_\_\_\_\_ Phone Number: \_\_\_\_\_