WKU Research Foundation
Discovery, Innovation, Creativity & Service

Travel Expense Voucher

WKURF

Name of Employee:

Campus Address:

Campus Phone:

Employee of WKU?

Full-Time

Part-Time

WKU Department Name:

Amount Paid: 0.00

WKU ID# (Note)

Procard expenses 0.00

Total travel cost 0.00

Index #	Comm Code	Amount
Total Amount		**0.00**

WKURF Use Only:

TR#

Home Address | City, State | Zip Code:

Note: If not a WKU employee or student, please use social security number where WKU ID# is requested.

Month	Date	Departed am/pm	Returned am/pm	Personal Vehicle Mileage	Tolls, Parking	Lodging	Subsistence - lodging required		Total
							B		
From-To:							L		0.00
Purpose:							D		
							B		
From-To							L		0.00
Purpose							D		
							B		
From-To:							L		0.00
Purpose:							D		
							B		
From-To:							L		0.00
Purpose:							D		
							B		
From-To:							L		0.00
Purpose:							D		
Totals for this page:					0.00	0.00	0.00		0.00

Total Mileage: 0.00 x .44 per mile = Total Mileage expense: 0.00

We certify that the amounts claimed are proper charges by the WKU employee in the discharge of official duties and that this claim is true and correct to the best of our knowledge (see KRS 523.100) and these are allowed by the WKU Travel Reimbursement Policy.

Claimant's Signature Date

Dean, Director, or Department Head's Signature Date

Printed Name of Dean, Director or Department Head

Director of Administration, WKURF Date

Reimbursable: Other Expenses Total:	0.00
Continuation pages (Pg2-Pg4) total:	0.00
Amount not claimed:	0.00
Grand Total:	0.00

Subsistence Chart: Overnight Stay Required 08/16/07

If travel begins at listed time or before and ends at listed time or after.		KY and US	Designated High-Rate
6:30am - 9am	Breakfast	$7	$8
11am - 2pm	Lunch	$8	$9
5pm - 9 pm	Dinner	$15	$19

Do not claim meals included in registration fees.

Original receipts are required for expenses of $10 or more. Food Excluded.

All WKU policies related to travel reimbursement apply.