NOTRE DAME
DE NAMUR UNIVERSITY

Print Form

TRAVEL REQUISITION AND EXPENSE VOUCHER

Date _____

Employee #		Employee Name	
Destination			
Depart Date		Return Date	
Purpose of Trip			

1 Advance	
2 Mileage (Total miles from detail) @ $0.54 per mile --- Need to provide detail below	
3 Bridge Tolls, Parking (List)	
4 Rail, Air, Bus, etc. Tickets	
5 Hotel, Motel, etc.	
6 Meals (Including Tips)	
7 Convention Fees, etc.	
8 Other (not include tips, refreshments, etc.	
TOTAL EXPENSED BY TRAVELER	
LESS: Advance	
Refund Due to NDNU	
Refund Due to Employee	

Mileage Detail: (Google Map or Mapquest must be attached)

Date	Purpose of Trip	Departure Place & Time	Destination	Return Place & Time	Miles	Total Amount
					Total - Mileage	

Parking & Toll Detail:

Date	Purpose of Trip	Departure Place & Time	Destination	Return Place & Time	Type	Total Amount
					Total - Parking & Tolls	

General Ledger Account _____ Budget Officer Signature _____

Employee Signature _____ Budget Officer Name _____

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