

ARCUS Travel Voucher

| Name | | In accordance with ARCUS policy 4.2.2, travel expense claims must be submitted within 30 days of the completion of travel | | | |
|---|-------|---|---------|---------------|-----------------|
| Mailing Address | | | | | |
| To which reimbursement check should be mailed | | Travel Began | | | |
| | | Date | Time | | |
| Phone | | Travel Ended | | | |
| Purpose of trip | | Date | Time | | |
| I certify that the listed expenses were incurred by me for ARCUS business as described under "Purpose of trip." | | | | | |
| Signature | | | | | |
| DESCRIPTION | | Reimbursement Claimed | | Paid by ARCUS | |
| Air Travel | | Domestic | Foreign | Domestic | Foreign |
| From | To | | | | |
| | | | | | |
| | | | | | |
| Private Auto / Rental Car / Taxi / Shuttle / Bus | | | | | |
| Baggage Fees / Parking | | | | | |
| Lodging | | | | | |
| Per Diem | | | | | |
| Internet | | | | | |
| Tips | | | | | |
| Registration | | | | | |
| Other | | | | | |
| Total Expenses, Domestic & Foreign | | A | | B | |
| A - total reimbursement claimed B - total paid by ARCUS | | | | | |
| Ref. TA# | _____ | Personal Expenses any ARCUS-paid expense traveler is responsible for | | | C |
| Checked By | _____ | Cash Advance money received by traveler before travel began | | | D |
| Approved by | _____ | Due Traveler total reimbursement less personal exp. and cash adv. | | | A-C>D |
| Date | _____ | Due Corporation cash advance monies not used during travel | | | A-C<D |
| Accounting | | Reimbursed by Other Organization | | | E |
| | | Total Cost to ARCUS | | | A+B-C-E |

NOTES

ARCUS Travel Voucher

INSTRUCTIONS: Original receipts for transportation, lodging, parking, internet, registration and other items must be attached to this voucher.

| Private Auto | | | | COST |
|----------------------|---------|------------|-------------------------------|--------------|
| From | To | Date | Miles | |
| | | | @54¢ = | |
| | | | @54¢ = | |
| TOTAL | | | | |
| Rental Car | | | | |
| City | Company | Date | Daily Price | |
| | | | | |
| | | | | |
| TOTAL | | | | |
| Taxi / Shuttle / Bus | | | | |
| From | To | Date | Type | |
| | | | | |
| | | | | |
| TOTAL | | | | |
| Baggage Fees/Parking | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |
| Lodging | | | | |
| City | Hotel | Check - In | Check - Out | |
| | | | | |
| | | | | |
| TOTAL | | | | |
| Internet | Cost | Date | Per Diem | |
| | | | Circle the appropriate below | |
| | | | Breakfast Lunch Dinner Travel | |
| TOTAL | | | | |
| Tips | | | Breakfast Lunch Dinner Travel | |
| | | | Breakfast Lunch Dinner Travel | |
| | | | Breakfast Lunch Dinner Travel | |
| TOTAL | | | | |
| Registration | | | Breakfast Lunch Dinner Travel | |
| | | | Breakfast Lunch Dinner Travel | |
| TOTAL | | | | |
| Other | | | Breakfast Lunch Dinner Travel | |
| | | | Breakfast Lunch Dinner Travel | |
| | | | Breakfast Lunch Dinner Travel | |
| TOTAL | | | | |
| TOTAL | | | | TOTAL |