CORNELL UNIVERSITY
ENDOWED COLLEGES
Travel / Expense Reimbursement Voucher

Accounting Use Only

Ⓐ
NAME _____

ADDRESS _____

_____

_____

SSN _____

DEPT. Mathematics

FOREIGN NATIONALS: Write foreign address on back of form---->

Country of Citizenship: _____

Type of VISA: _____ (attach a copy)

Ⓑ
ITINERARY

Purpose _____

Left From _____ on ___ / ___ To _____ —Return on ___ / ___ / ___

EXPENSE REIMBURSEMENT DOCUMENTATION

Ⓒ
Subsistence: Meals (see guidelines in manual) .... $ _____

Lodging (attach original receipts) .... _____

.... _____

Travel: Airfare (attach original receipts) $ _____

Less Refunds Due (also attach) _____

Net Ticket Value .... _____

Private Vehicle — _____ Miles at $ _____ Per Mile .... _____

Railroad, Bus Etc. (attach original receipts) .... _____

Taxi, Limo (itemized statement if greater than $25.00) .... _____

Other: (explain) _____ .... _____

_____ .... _____

Total Expense Claimed—$ _____ *

Ⓓ
Accounts Receivable Information (include all charges made to W21 & W26 accounts only)

University Cash Advance (Do not include Diner's Club cash advances) .... $ _____

Airline Ticket... _____

Prepayments.................................. _____

Total Advances — $ _____

Difference (Due Cornell—/ /—Due Traveler) circle one $ _____

Ⓔ
Advance Account Number — ....: A78 A078 1310 Amount $ _____

(Amount must equal total advance or total expense whichever is less)

*Department Expense Account(s)	Dept	Subl	Objt	Prj	Duo	Amount	Acctg Use Only	
							Bps	1099
Total (Must equal expenses *)						$ _____		

Ⓕ
Other Comments _____

CERTIFICATION

I certify that these charges are accurate and that I am not claiming reimbursement from other sources for the expenses reported.

Signature Ⓧ _____

Approvals: Travel _____ Accounts _____

Prepared by _____ Ext. _____ Date _____

G20590

FOREIGN ADDRESS:

Address 1: _____

Address 2: _____

City: _____

Zip: _____

Country: _____