# ESU Travel Expense Voucher

## Control # (Dates of travel)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Deliver check to:</th>
<th>Cost Center</th>
<th>Fund Source</th>
<th>General Ledger</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl #</td>
<td>Classification/Bargaining Unit:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Justification/Destination:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purpose of Travel:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Direct Deposit</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Funds Reservation#:</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

## Itinerary

<table>
<thead>
<tr>
<th>Date</th>
<th>Time LV</th>
<th>Time RT</th>
<th>List of Locations</th>
<th>Pers Auto</th>
<th>Miles</th>
<th>Provider Name or Travel Order #</th>
<th>Cash You Paid</th>
<th>Actual Meal Expenses</th>
<th>Explanation</th>
<th>Cash You Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/22</td>
<td>0.625</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>1/1/22</td>
<td>0.585</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>1/1/21</td>
<td>0.560</td>
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<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>1/1/20</td>
<td>0.575</td>
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<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>1/1/19</td>
<td>0.580</td>
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<td></td>
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<td>$0.00</td>
<td>$0.00</td>
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<td>$0.00</td>
</tr>
</tbody>
</table>

**Total Expenses (A+B+C+D):** $0.00

**Net Due Traveler:** $0.00

## Authorizing Signatures

Chairperson: ____________________________ Date: ____________

Dean / Director: ____________________________ Date: ____________

Grants Officer: ____________________________ Date: ____________

Vice President / President: ____________________________ Date: ____________

I certify that the statements and expenses claimed are correct, reasonable and were incurred in the performance of university duties that I have not and will not accept reimbursement of any expenses from any other source. I further certify that if my personal automobile was used for university business during the period of travel claimed, insurance coverage was in effect.

________________________________________________________________________