

TRAVEL EXPENSE VOUCHER INSTRUCTIONS

- 1 Employees are not eligible for reimbursement of transportation expenses between residence and headquarters. When an employee is required to travel directly from home to a work or conference site, the distance from home to work site, or headquarters to work site, whichever is shortest, will be used to calculate mileage.
- 2 Original receipts required for plane, bus, train; original receipt required for taxi in accordance with current SSHE Travel Regulations and Commonwealth of Pennsylvania Travel and Subsistence Expenses Management Directive.
- 3 Original receipts required, both hotel bill and method of payment. If hotel expense exceeds maximum allowable by regulation, justification required.
- 4 PLEASE NOTE THAT ALLOWANCE FOR MEALS DOES NOT REQUIRE RECEIPTS. HOWEVER, THEY ARE NOT FLAT RATES AND ONLY AMOUNTS EXPENDED MAY BE CLAIMED. Collective bargaining agreement provisions apply to meal allowances. By signature, the traveler acknowledges and confirms that they have claimed ACTUAL COSTS OF MEALS AND OTHER SUBSISTENCE EXPENSES up to the maximum rates established by the chancellor.
- 5 Receipt required. A copy of the conference brochure or registration form must be submitted with the Travel Expense Voucher. If Registration was prepaid by University, indicate Prepaid Registration; and do not include in TOTAL REIMBURSEMENT CLAIMED.
- 6 Original receipts may be required, in accordance with current SSHE Travel Regulations and Commonwealth of Pennsylvania Travel and Subsistence Expenses Management Directive.

STAPLE RECEIPTS TO BACK OF TRAVEL EXPENSE VOUCHER