MichiganTech

Alternate links are provided if other links do not work in your web browser. Please note alternate links may open in the same browser window causing entered data to be lost. To avoid losing entered data, you can open a new browser window and select the link from there.

Clear Form

Accounting Services

Form Instructions

Alternate Link

Day Travel Expense Voucher

Traveler's Name	Destination
Employee ID (M Number)	Date of Departure Date of Return
Department	Name(s) of others on trip
Index	
Address to which check is to be sent	Purpose of trip & benefits derived to the University

	SUN	MON	TUES	WEDS	THURS	FRI	SAT	TOTAL
For Per Diem Rates Click Here — **Insert Date**								
Alternate Link — Breakfast								0.00
Lunch								0.00
Dinner								0.00
SUBTOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tran. by common carrier								0.00
Taxis and limousines								0.00
Entertain. (attach banquet rept)								0.00
Registration fees								0.00
Others - explain								
								0.00
								0.00
EXPENSES >>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

PERSONAL CAR EXPENSES

Click here for distances from Houghton — Alternate Link

From	To	Miles	Rate	Subtotal
			0.555	0.000
			0.555	0.000
			0.555	0.000
			0.555	0.000
Vicinity Mileage		Miles	Rate	Subtotal
			0.555	0.00
			Total	0.00

CASH SUMMARY

Subtotal Expenses	0.00
Personal Car Expenses	0.00
Total expenses this trip	0.00
Cash advances received	
Due traveler	$0.00
Due MTU (attach cash receipt)	$0.00

CERTIFICATION AND APPROVAL

I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for University purposes as allowed by University policies and procedures. No reimbursement has been received or is anticipated from any third party and if received, will be immediately forwarded to the University. I UNDERSTAND THAT CERTAIN EXPENSES MAY BE TAXABLE AND THAT THE APPLICABLE FICA, FEDERAL, AND STATE TAXES WILL BE WITHHELD FROM A FUTURE PAYCHECK.

Signature of traveler Date

Signature of Department Chair or higher Date