Amount **$** Voucher:

Banner ID Number:

Pay to:

Address

Date:

Index Number

ACCOUNT CODES:	
70501	**$**
70502	**$**
70503 (In-State Air) No.	**$**
70504 (In-State Mileage) No.	**$**
70505	**$**
70506	**$**
70507	**$**
70511	**$**
70512	**$**
70513 (Out-of-State) No.	**$**
70514 (Out-of-State Mileage) No.	**$**
70515	**$**
70516	**$**
70517	**$**
70232 Non-State Employee Travel	**$**

The within articles have been received or the services performed as stated on

T_____

Payment of this invoice will not overdraw the appropriation for the above item.

Approved

Chairperson

Approved

Dean or Director

Approved

Vice President

DUTIES PERFORMED

South Carolina State University

To Orangeburg, SC

Traveling Expenses for Month of

DATE	LV.	FROM	AV.	TO	AUTO MILE	BREAKFAST	DINNER	SUPPER	HOTEL	TOTAL SUBSISTENCE	TOTAL
						$	$	$	$	$	$
						$	$	$	$	$	$
						$	$	$	$	$	$
						$	$	$	$	$	$
						$	$	$	$	$	$
						$	$	$	$	$	$
						$	$	$	$	$	$
						$	$	$	$	$	$
						$	$	$	$	$	$
						$	$	$	$	$	$
						$	$	$	$	$	$
						$	$	$	$	$	$
						$	$	$	$	$	$
						$	$	$	$	$	$
						$	$	$	$	$	$
						$	$	$	$	$	$

Personal Automobile _____ Total Miles 0.525 per mile $ _____

University Automobile - Gas and Oil Receipted Bills Attached

Plane, Railroad and Pullman - Ticket Stubs Attached

Other Expense - Receipted Bills as Practicable SHUTTLE

Registration Fees TOTAL $ _____

PREPAID ITEMS	
REGISTRATION FEE	$
AIR FARE	$
TRAVEL ADVANCE	$

I do solemnly swear (or affirm) that the above account is just and true in all respects, that distances for which charge is made have been actually and necessarily traveled on the dates herein specified, that the amounts as charged have been actually paid by me for travel and other expenses incurred while on official business only.

_____

Traveler's Signature Date