

# COLLEGE OF SOUTHERN IDAHO TRAVEL VOUCHER

NAME Safety Jones Use full, legal name - no nicknames! SSN OR CSI ID # 12345 Your CSI ID#

MAILING ADDRESS 1234 Eastland Dr Use home address. NOTE: This is where your check will be sent. BUILDING Boise - STAR DEPT. NAME STAR

Twin Falls ID 83301 MEALS (Overnight Trips Only)

D-DEPARTURE TIME [REDACTED] R-RETURN TIME

DATE	DESTINATION	PURPOSE/DESCRIPTION	MILEAGE	AIRFARE/PRKG/BAGS/ETC	D/R	TIME	AMOUNT	LODGING
			<b>5210</b>	<b>5210</b>			<b>5208</b>	<b>5209</b>
6/1/2016	Boise	Teach Basic I	135	5210: For baggage fees, parking, or cab/shuttle ONLY. Airfare will be paid in advance	D	5:35 AM	\$ 45.00	Lodging will be done by Admin.
6/2/2016			135		D		\$ 45.00	
6/3/2016			135		D		\$ 45.00	
6/4/2016			135		D		\$ 45.00	
6/5/2016			135		D		\$ 45.00	
6/6/2016	Twin Falls	Return from teaching	135		R	2:10 PM	\$ 22.00	
<b>IMPORTANT:</b> Submit within 30 days of first date listed on form.  Travel Vouchers can only be used for mileage and travel. Any reimbursements for ice must be submitted on a personal reimbursement form.			X .58					
DEPARTMENT(S) TO BE CHARGED			TOTAL MILEAGE	270				
			ITEMIZED CLAIMS FOR REIMBURSEMENT	\$156.60			\$ 202.00	
<b>TOTAL CLAIM FOR REIMBURSEMENT</b>							<b>\$ 358.60</b>	

DEPT \_\_\_\_\_ ACCT \_\_\_\_\_ PROJ CODE \_\_\_\_\_ \$ \_\_\_\_\_

DEPT \_\_\_\_\_ ACCT \_\_\_\_\_ PROJ CODE \_\_\_\_\_ \$ \_\_\_\_\_ Leave this area blank.

DEPT \_\_\_\_\_ ACCT \_\_\_\_\_ PROJ CODE \_\_\_\_\_ \$ \_\_\_\_\_

DEPT \_\_\_\_\_ ACCT \_\_\_\_\_ PROJ CODE \_\_\_\_\_ \$ \_\_\_\_\_

Totals will be verified by Admin

Sign and date

Requestor/Claimant/Club-Org Rep Signature \_\_\_\_\_ Date \_\_\_\_\_ (Required)

Dept Chair/Supervisor/Club-Org Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_ (Dept Use)

Dean/Officer/Director/Controller/VP/Pres Signature \_\_\_\_\_ Date \_\_\_\_\_ (Required)

I HEREBY CERTIFY THAT THIS CLAIM IS IN ACCORDANCE WITH THE COLLEGE TRAVEL POLICY STATED ON THE BACK OF THIS PAGE, & REPRESENTS ACTUAL EXPENSES INCURRED

**RECEIPTS MUST BE ATTACHED**  
 except for meal per diem on overnight trips