**THE UNIVERSITY OF CHICAGO**

**TRAVEL EXPENSE VOUCHER**

**Employee**

**U of C Student**

**Guest/Visitor**

**Employee Number / Vendor Number**

**Name (50 Characters)**

**Street Address Line 1 (50 Characters)**

**Street Address Line 2 or Street Address / Mail Box Number (50 Characters)**

**City**

**State**

**Zip or Foreign Country**

**Issue Check To:**

**Voucher No.**

**ENTER BELOW THE INFORMATION TO APPEAR ON CHECK_stub**

**Check Description (29 Characters)**

**PICK UP AT BURSAR**

**Enclosure Attached**

**Phone**

**Departure Date**

**Return Date**

**Destination:**

**Purpose:**

I CERTIFY THAT THE AMOUNTS GIVEN HEREIN REPRESENT ACTUAL BUSINESS RELATED TRAVEL EXPENSES AND ARE IN ACCORDANCE WITH THE CURRENT UNIVERSITY OF CHICAGO TRAVEL POLICY AND PROCEDURES. IF A COPY OF A RECEIPT HAS BEEN PROVIDED INSTEAD OF AN ORIGINAL, I FURTHER CERTIFY THAT I HAVE NOT AND WILL NOT BE REIMBURSED FOR THESE EXPENSES FROM ANY OTHER SOURCE.

**Signature of Traveler**

**Detail of Expenditures:**

- Private car mileage: \( @ \$0.54 \text{/mile} \)
- Transportation: \( \$ \)
- Taxi fares, limos: \( \$ \)
- Hotel / Motel: \( \$ \)
- Business telephone: \( \$ \)
- Other: \( \$ \)

**Explanation of Other:**

**Total Expenditures:** \( \$ \)

**Less: Travel advance encumbrance no.**

**Balance owed to Traveler:**

**Excess of Advance to be deposited with Bursar:**

(Use Form 133 and deposit to acct 0-17817-1620 . . . attach copy of receipt)

<table>
<thead>
<tr>
<th>Department Code #</th>
<th>Account Number</th>
<th>Amount of Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Authorized By:**

**Name**

**Date**

**Sig. Auth. No.**

**Phone #**

**Fax #**

**Authorized By:**

**Signature**

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**Note:** This form is for travel expense vouchers at the University of Chicago. It includes fields for personal and business expenses, signature sections, and a place for attaching receipts. The form is designed to ensure that all travel expenses are accounted for and in line with the university's travel policy and procedures.