



WKU FOUNDATION


Your Gifts. WKU's Future.

TRAVEL TIPS

Tip sheet for WKU Foundation Travel Expense Voucher

The WKUF Travel Expense Voucher is similar to the WKU Travel Voucher. This travel voucher is only to be used with WKU Foundation account numbers.

- Split payment travel vouchers **must** be prepared on the university travel voucher.
- There is a mail or pick-up area in the top right hand corner. Please type an X for the one you want us to do. If it is a pick-up, please make sure there is phone number in the campus phone number box.
- **We pay by receipts only.** (Tolls, lodging, food, gas, etc.)

 WKU Foundation Travel Expense Voucher

Name of Employee: _____ Amount Paid: _____
 Home Address: _____ Phone #: _____
 City _____ State _____ Zip: _____
 WKU Employee _____
 Student _____
 Non Employee/Student _____
 WKU Department Name: _____

Month	Date	Personal Vehicle Mileage	Tolls	Parking	Lodging	Employee Meals Receipts	Employee Meals with GUESTS
From-To:							
Purpose:							
From-To:							
Purpose:							
From-To:							
Purpose:							
From-To:							
Purpose:							
From-To:							
Purpose:							
Totals for this page:		0.00	0.00	0.00	0.00	\$0.00	\$0.00
** Total Mileage:		0	Cents per mile		= Total Mileage Expense:		\$0.00
		> WKU Foundation allows .49 cents per mile		Other Expenses page(s) total		\$0.00	
		> Moving expenses (use .20 cents per mile)		Continuation page(s) total		\$0.00	
				Amount not claimed			
				Grand Total		\$0.00	

We certify that the amounts claimed are proper charges which are true and correct to the best of our knowledge.

Claimant's Signature _____ Date _____ Account Admin. Signature _____ Date _____

Employee meal receipts that are solely for the employee are to be entered in these boxes

Employees who entertain guests are to put receipt totals in these boxes

WKU Foundation allows .49/mile