Travel Reimbursement Voucher Instructions

Use this form to report and request reimbursement for expenses incurred during each business travel event. All travel expenses must conform to the College’s policy on business travel expenses. For guidance, refer to the Business Travel and Entertainment Policy.

- Payee’s Full Name: this is who the check will be made payable to.
  Please list the name as: Last, First, Middle Initial
- Bloomfield College ID#: The payee’s BC ID number
- Department: what department the payee works in
- Pick up or mail: check the box of your preference (mail or pick up). Check will be mailed if no selection is made.
- Purpose of the trip: Be as descriptive as possible when describing the purpose of your trip
- Trip dates: enter in the departure and return date of the trip
- Extension: enter the department extension that we should call in the event there are questions

Section A: Expense details. For each date of travel, please input the following items (if applicable)
  - Date of expense
  - Total of meal cost per day
  - Hotel cost
  - Airfare, bus or train cost
  - Toll cost
  - Car rental cost
  - Parking cost
  - Car service or taxi cost
  - Phone, internet or fax costs
  - Each date line will subtotal automatically
  - The entire section (referred to as “A Expenses”) will also subtotal automatically

Section B: Mileage. If you are requesting reimbursement for miles driven with your personal vehicle complete this section. For each date, please input the following items
  - Date of expense
  - Destination you are claiming mileage for (round trip)
  - Number of miles driven
  - Each date line will subtotal automatically
  - The entire section (referred to as “B Mileage”) will also subtotal automatically

Section C: Other Travel Expenses. If you had other, miscellaneous travel related expenses. For each date, please input the following items
- Date of expense
- Description of other miscellaneous travel related costs
- Amount
  - The entire section (referred to as “C other”) will subtotal automatically

> Section (Line) D: Advance. If you received an advance from the Accounts payable Department prior to your travel please enter the amount here as a positive number

> Section E: Account Number(s) to be Charged. For each account that needs to be charged please fill in
  - Fund, unit and object code and the amount related to each account number
  - The entire section (referred to as “E request for payment”) will subtotal automatically
  - The amount shown here in the box labeled TOTAL REQUEST FOR PAYMENT = E should equal the amount shown under Section C labeled TOTAL REQUEST E (E = A + B + C - D)

> Provide the names of the employee, supervisor and vice president (if applicable)
> Print form out on appropriate color paper
> Have each person sign where appropriate
> Date each signature
> Submit to accounts payable