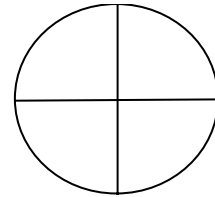


12:00
MIDNIGHT

6:00
P.M.

6:00
A.M.



12:00 NOON

Sisseton Wahpeton College

Travel Voucher Request

(Please make a copy for your files before submitting to the Business Office)

Date _____ Fund Acct. Number _____

Name _____ Meeting Dates _____

Nature of meeting (Attach Agenda) _____

Location (Meeting Place & City) _____

Accommodations at _____

DATE

TIME

Departure _____

Return _____

ADVANCE AMOUNT

1. Per Diem (_____ qtrs x _____) \$ _____

2. Lodging (_____ days x (_____ amt.)) \$ _____

(You will need to submit your receipts for your travel expense report)

3. Mileage (_____ total miles x 0.535 per mile) \$ _____

From _____ to _____

From _____ to _____

4. Other Costs **(Must have receipts):**

Parking, payable to: _____ \$ _____

Taxi/Shuttle, payable to: _____ \$ _____

Registration, payable to: _____ \$ _____

Airline, payable to: _____ \$ _____

Other (specify): _____ \$ _____

Total Travel Advance (All Costs) \$ _____

I understand and agree that I am responsible for properly completing a Travel Expense Report after returning from my trip and that upon submitting such reports, I will be reimbursed for allowable amounts in excess of my advance. I understand also, that should actual allowed expenses be less than the agreed amount that such difference may be withheld from my paycheck/stipend.

Employee _____ Date _____

Supervisor _____ Date _____

Grant PI/PD _____ Date _____

President _____ Date _____