# TRAVEL EXPENSE VOUCHER
STATE OF NORTH DAKOTA
SFN 52785 (10-2004)

Print

| Month | Year | Department | Official Position | |
|---|---|---|---|---|
| Employee Name | Employee ID | Business Unit | Fiscal Month | Biennium |

| Day | Points Covered By Travel | Hour (Show AM or PM) Depart | Hour (Show AM or PM) Arrival | Vehicle Miles | Ref | Comm'l Air Trans. | Ref | Taxi & Other Air Trans. | Ref | Misc. Exp. | Meals In State | Meals Out of State | Ref | Lodging in State | Lodging Out Of State |
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Purpose of Travel and Explanation of Expenses:

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|---|---|---|---|---|
| Lodg. in State | | | 521015 | |
| Lodg. out of State | | | 521075 | |
| Meals in State | | | 521020 | |
| Meals out of State | | | 521080 | |
| IRS Meals - Taxable | | | 521035 | |
| Miscellaneous Expense | | | | |
| Other Transportation in State | | | 521025 | |
| Other Transportation out of State | | | 521085 | |
| Air Transportation in State | | | 521010 | |
| Air Transportation out of State | | | 521070 | |
| Vehicle Miles in State | | x | 521030 | |
| Vehicle Miles out of State | | x | 521090 | |
| Total Expenses | | | | |
| (Ref. Doc. No. of Advance: ) | | | Less Travel Advance | |
| **NET EXPENSES** | | | | |

| Line | Due Date | Dept. ID | Account | Oper. Unit | Class | Fund | Project ID | Activity ID | Resource Type | Resource Category | Amount |
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I hereby certify that the within itemized statement representing a claim for payment or per diem, mileage or travel expenses or a combination thereof, truthfully and accurately states the days of service and the mileage traveled, and the purpose thereof.

**TOTAL**

| Employee Signature | Date |
|---|---|
| Departmental Approval | Date |

## INSTRUCTIONS

Month – Enter the month of travel.

Year – Enter the year of travel.

Department – Enter the name of your department.

Official Position – Enter your job title.

Employee Name – Enter your name.

Social Security Number – Enter your social security number.

Dept. No. – Enter your department number.

Fiscal Month – Enter the fiscal month.

Biennium – Enter the biennium.

Day - Enter the day of the month in which the activity occurred.

Points Covered By Travel – Enter the departure/destination points.

Hour – Enter the departures and arrival time for the actual travel day (example: 7:00 am).

Vehicle Miles – Enter the number of vehicle miles traveled. If you have in state and out of state miles, separate them and list them on separate lines.

Ref – Enter a "I" for in-state travel or a "O" for out of state travel. **If this isn't entered, the form will not calculate correctly.**

Comm'l Air Trans. – Enter the amount of commercial air transportation.

Ref – Enter a "I" for in-state travel or a "O" for out of state travel. **If this isn't entered, the form will not calculate correctly.**

Taxi & Other Air Trans. – Enter taxi fares and any other air transportation.

Ref – Enter a "I" for in-state travel or a "O" for out of state travel. **If this isn't entered, the form will not calculate correctly.**

Misc. Exp – Enter your other expenses that do not belong in any other column. Summarize these expenses in the purpose of travel and explanation of expenses block.

Meals In State – Enter the dollar amount of the meals in state.

Meals Out of State – Enter the dollar amount of the meals out of state.

Ref – Enter a “T” if your meals are taxable.

Lodging in State – Enter the dollar amount of lodging in state.

Lodging Out of State – Enter the dollar amount of lodging out of state.

Purpose of Travel and Explanation of Expenses – Enter the reason for travel and any explanations for your miscellaneous expenses.

Lodg, in State – Calculates the total Lodging in State.

Lodg. out of State – Calculates the total Lodging Out of State.

Meals in State – Calculates the total in the Meals in State.

Meals out of State – Calculates the total  Meals Out of State.

IRS Meals – Taxable – Calculates the total taxable meals.

Miscellaneous Expense – Calculates the miscellaneous expenses.

Other Transportation in State – Calculates the taxi & other transportation in state.

Other Transportation out of State – Calculates the taxi & other air transportation out of state.

Air Transportation in State – Calculates the commercial air transportation in state.

Air Transportation out of State – Calculates the commercial air transportation out of state.

Vehicle Miles in State – Calculates the total vehicle miles in state. You will need to enter the rate. The total will automatically calculate.

Vehicle Miles out of State – Calculates the total vehicle miles out of state. You will need to enter the rate. The total will automatically calculate.

Total Expenses – Calculates the total expenses automatically.

Ref. Doc. No. of Advance – Enter the document number if you received a travel advance and the dollar amount.

Net Expenses – Calculates the net expenses automatically.

Print – Prints 2 copies. Sign one copy, attach all of your receipts, and submit it for approval. Once approved and forwarded to accounting, it will be cost coded and filed. The other copy is for your records.