HEALTH AND HUMAN SERVICES TRAVEL EXPENSE VOUCHER

DEPARTMENT OF HEALTH AND HUMAN SERVICES
FINANCE
SFN 1777 (8-2023)

Month	Year	Division/Section Name	Official Position	
Employee Name	**Employee ID**	**Business Unit**	**Fiscal Month**	**Biennium**
Residence City	**Home Base City**	**First Stop City**	**Final Stop City**	

Ensure you put your residence city to your home base (or first stop if that is closer) as the first set of points traveled - This mileage will not be counted towards reimbursement. Note: Per Diem will be calculated based on your initial departure time from your residence city.

Day	Points Covered By Travel	Hour (Show AM or PM)		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
		Depart	Arrive												

Purpose of Travel and Explanation of Expenses:

Lodg. in State	521015			
Lodg. out of State	521075			
Meals in State	521020			
Meals out of State	521080			
IRS Meals-Taxable	521035			
Miscellaneous Expenses				
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	Speedchart	Dept. ID	Account	Oper. Unit	Class	Fund	Project ID	Activity ID	Resource Type	Resource Category	Amount

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
Division/Section Approval	**Date**

INSTRUCTIONS FOR THE HHS TRAVEL EXPENSE VOUCHER

Be sure to "Tab" from one field to another, rather than using the mouse.

Month – Enter the month of travel.

Year – Enter the year of travel.

Department Name – Enter the name of your Agency.

Official Position – Enter your job title.

Employee Name – Enter your name.

Employee ID – This number is assigned by payroll.

Business Unit – Your agency's 5-digit number.

Fiscal Month – Enter the fiscal month.

Biennium – Enter the biennium.

Residence City – Enter the city you live in.

Home Base City – Enter the city designated as your home base in Peoplesoft.

First Stop City – Enter the city you have your first official business travel to (this will either be your home base or a stop closer to your residence city than your home base).

Final Stop City – Enter the city you have your final official business travel to (this will either be your home base or a stop closer to your residence city than your home base).

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 an "I" for in-state travel or an "O" for out-of-state travel. **If this is not entered, the form will not calculate correctly.**

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

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

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

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

Misc. Exp – Enter your other expenses that do not belong in any other column. Explain these expenses in the "Purpose of

Travel and Explanation of Expenses" section.

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. Meals are taxable if no overnight stay is involved.

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.

The amounts entered in the top section of the form will automatically be totaled and filled in the appropriate fields of the middle section, as long as the correct reference codes were entered and you used the tab key to navigate between fields. The only exceptions are the following two fields:

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

Vehicle Miles out of State – Calculates the total vehicle miles out of state. You will need to enter the current 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 two copies of the Travel Expense Voucher.

Sign one copy, attach all of your receipts, and submit it for approval. Once approved and forwarded to accounting, the bottom fields will be cost-coded and entered. Remember to keep copies of the receipts for yourself as well.