

TRAVEL EXPENSE VOUCHER EXCEPTION FORM

Dear _____ :

Your travel expense voucher dated _____ for your trip to _____
beginning _____ and ending _____ was in error because of the following checked items.

PLEASE RETURN THE VOUCHER WHEN CORRECTED.

- _____ Need Travel Authorization
- _____ Date and Time Traveled
- _____ Purpose of Travel
- _____ Traveled To and From
- _____ Mileage Traveled
- _____ Mode of Transportation
- _____ Rental Car: (No Receipt Enclosed) _____
- _____ Airlines: (No Receipt Enclosed) _____
- _____ Lodging: (No Receipt Enclosed) _____
- _____ (Lost-Get copy from motel) _____
- _____ Other: _____
- _____ Signature of Traveler
- _____ Approval Signature

DO NOT RETURN VOUCHER IF ITEMS IN THIS SECTION ARE CHECKED (Information only for corrections made to the travel voucher):

- _____ Per Diem: Too few days claimed _____
- _____ Too many days claimed _____
- _____ Telephone Expenses
- _____ Actual Expenses
- _____ Miscellaneous Expenses
- _____ Total Expense
- _____ Cash Expense
- _____ Transportation Expense
- _____ Total Due Traveler
- _____ Total Due AUI \$ _____

If you have any questions about the above checked items, please do not hesitate to contact the appropriate fiscal office:

Processing Location - Circle One
 Green Bank Socorro
 (304) 456-2268 (505) 835-7448