

## Reimbursement for Travel Expenses

Travel reimbursement vouchers must be filed within **ten (10) workdays** after the trip. If an advance is received, the travel reimbursement voucher must be **filed five (5) workdays** after the trip if reimbursement is due to the traveler or **three (3) workdays** after the trip if reimbursement is owed to the State of Florida.

- A. To obtain the **State of Florida Voucher for Reimbursement of Travel Expenses for UNF**, go to

[http://www.unf.edu/dept/controller/travel/Banner07\\_Voucher\\_for\\_Travel\\_Reimbursement.xls](http://www.unf.edu/dept/controller/travel/Banner07_Voucher_for_Travel_Reimbursement.xls).

- B. Collect all **ORIGINAL RECEIPTS** and complete the **Voucher** in its entirety.

**For detailed information on completing the Voucher, please refer to the Travel Procedures Manual @ <http://www.unf.edu/dept/controller/travel/manual.html>.**

- C. Total each column. Be sure to deduct any advances received prior to travel.
- D. Sign and date on the **Traveler's Signature** line.
- E. Forward the **Voucher** to your **Department Chair or Supervisor** for approval signature.
- F. Copy all original receipts and reimbursement for your file.
- G. Forward to the **Travel Office, Building 1/Room 1200**, with **Original Receipts**, for reimbursement.