

VALDOSTA STATE UNIVERSITY - Travel Expense Statement Non-Employee

To comply with IRS regulations this statement should be turned in for reimbursement no later than 60 days after the expenses were incurred.

NAME OF TRAVELER:	ADDRESS:	FOR ACCOUNTING OFFICE USE ONLY	
SSN #:	CITY, STATE, ZIP	VENDOR ID #	
TITLE:	PHONE NUMBER:	VOUCHER #	
EMAIL:	DEPARTMENT CONTACT:	DATE KEYED	
		BATCH #	

PURPOSE OF TRIP / NOTES:

ACCOUNT/BUDGET NUMBERS TO POST TRAVEL CHARGES TO:						FOR ACCOUNTING OFFICE USE ONLY						
OBJECT EXPENSE - ACCOUNT CODE	FUND	DEPARTMENT	PROGRAM	CLASS	GRANT	ACCOUNT	FUND	DEPARTMENT	PROGRAM	CLASS	GRANT	AMOUNT
	10500	1340000	14600	11000								

LICENSE PLATE NUMBER OF CAR:

DATE OF TRAVEL	DEPART TIME	ARRIVAL TIME	TRAVEL FROM	TRAVEL TO	ODOMETER READING START	ODOMETER READING END	DAILY MILES	PERSONAL MILES	STATE MILES REIMB \$	BREAKFAST	LUNCH	DINNER	FOOD TOTAL	LODGING (ORIGINAL RECEIPT REQUIRED)	
							-		-						
							-		-						
							-		-						
							-		-						
							-		-						
							-		-						
							-		-						
							-		-						
							-		-						
							-		-						
(CURRENT ALLOWABLE MILEAGE REIMBURSEMENT IS 0.575 CENTS PER MILE)									TOTALS:				\$ -	\$ -	\$ -

Date of Expense	Air, Taxi/Limousine, Parking (Attach ORIGINAL Receipt)	Amount	Date of Expense	Registration Fee (Attach ORIGINAL Receipt)	Amount	Date of Expense	All Other Miscellaneous Expense (Explain and Attach ORIGINAL Receipt)	Amount	
Total Common Carrier, Taxi/Limousine, Parking		\$ -	Total Registration			\$ -	Total Miscellaneous		\$ -

TOTAL SUBMITTED FOR REIMBURSEMENT: \$ -

EMPLOYMENT AFFILIATION:

VSU Student _____ Federal Employee _____
 University System of GA Employee _____ Self Employed _____
 State of Georgia Employee _____ Employer's Name _____

SWORN STATEMENT AND APPROVAL

I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by not less than one year nor more than twenty years of penal servitude, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state and have not been reimbursed and have not filed nor will file for reimbursement from any other source for said expenses. In addition, I have exercised due diligence by utilizing cost-saving strategies in expending Valdosta State University funds.

Traveler's Signature: _____	Date: _____
Authorized Approver for Budget Unit (Required & Must be Different than Traveler) _____	Date: _____