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**GENERAL GUIDELINES FOR  
TRAVEL VOUCHER PREPARATION**

**PURPOSE:**

The travel voucher is an affidavit used by a state employee or other to claim reimbursement for expenses incurred while in official travel status.

**GENERAL GUIDELINES:**

1. The paper travel voucher must be typed, printed, or otherwise legible.
2. The department is responsible for the preparation and submission of the travel voucher.
3. The travel voucher must be filed on the "State of Oklahoma Travel Voucher" Excel form. Visit the Travel website for downloadable online travel vouchers at [travel.okstate.edu](http://travel.okstate.edu).
4. A travel voucher may be used for both state and non-state employees. Current OSU employee travel vouchers should be processed through the AIRS system when possible.
5. All approval signatures must be on the travel voucher before it is submitted to University Accounting for processing.
6. All original receipts and documentation should be stapled to the travel voucher. ***Smaller receipts should be attached to a blank sheet of 8 1/2 x 11" sheet of paper.***
7. Travel vouchers paid on grant accounts should be sent to Grants and Contracts Financial Administration in 401 Whitehurst for approval prior to submittal to University Accounting.
8. ***If any one of the following categories of reimbursement is not being claimed, please note "N/C" in the space for that category.*** The categories are 1) meals/ per diem, 2) lodging, and 3) airfare and 4) mileage.
9. If expenses for one trip are filed on two or more vouchers, please note the supplemental claim number(s) in the space provided. ***Please attach a copy of all supplemental claims.***
10. ***If the airline ticket is prepaid, please make a note to that effect on the travel voucher.***
11. Do not send receipts that are not required. Paper travel voucher attachments should only include reimbursable expense receipts.
12. Please choose the appropriate travel voucher for use between in-state, out-of-state, out-of-country, and non-employee. The in-state voucher should be used when the state employee's destination is within the borders of Oklahoma. The out-of-state voucher should be used when the state employee's destination is outside of Oklahoma but within the 50 United States. The out-of-state voucher should also be used for U.S. territories, including Puerto Rico, Guam, the U.S. Virgin Islands, etc. The out-of-country voucher should be used when the state employee's destination is outside the 50 United States and outside all U.S. territories. The non-employee voucher should be used for all non-state employees; however the appropriate account code must be entered for in-state (705160), out-of-state (705260), and out-of-country (705360) based on the guidelines listed above. Travel vouchers should NOT use the participant account code 709250.
13. Travel vouchers should never cross fiscal years. If a trip crosses fiscal years, it should be submitted on two travel vouchers. The first voucher should end on June 30 and the second voucher should start on July 1.

14. Travel expenses may be processed if the Office of Management and Enterprise Services still has budget for the fiscal year in which the expenses were incurred. The general rule of thumb is expenses can be paid for trips from the current fiscal year and 1 to 2 previous fiscal years. Contact the Travel Section of University Accounting to ask about budget availability or the process for paying older travel expenses.

15. Expenses with missing receipts are limited to \$25.00 for reimbursement. Any reimbursable expense under \$25.00 may be submitted without a receipt.

16. Travel vouchers should be entered using a claimant's legal name. Nicknames should be avoided.

17. Student organization travel (funds X-9XXXXXX) should not be used on an OSU travel voucher form. Reimbursements on student organization funds should be processed on a student disbursement voucher.