



UNTHSC Travel Tip Sheet

Tips for Completing the Travel Voucher

The travel voucher must be completed online at <http://intranet.hsc.unt.edu/departments/traveloffice/forms.htm>. Once complete, print, sign and send the voucher via interoffice mail or courier to:

- The Grants Office (if travel is grant funded),
- UNT Health (if travel is funded by UNT Health or UMA),
- Advancement (if Advancement funds are used), **or**
- The Travel Office (for all other travel).

FRONTPG1

Box 1 – Leave blank

Box 2 – Enter 763

Box 3 – Enter UNTHSC and the account number the travel is charged to

Box 4 – Leave blank

Box 5 – Enter the current date

Box 6 – Enter first date of the trip as MMDDYY

Box 7 – Leave blank

Box 8 – Enter Fiscal Year

Box 9 – This cell will automatically calculate based on your entries in other areas.

Box 10 – Enter Name and Department of person to be reimbursed. Use UNTHSC address, not home address, if possible.

Box 11 – Enter title of employee

Box 12 – Enter designated headquarters of the traveler. Most often, this will be Fort Worth. For prospective employees, enter place from which they are traveling.

Box 13 – Enter EmplID number.

Hint: The UNTHSC Intranet home page has an EmplID look up tool under "What's my EmplID?"

Box 14 – Leave blank

Box 15 – Leave blank. This is for Accounting office use.

Box 16 – Enter last date of travel covered by the document.

Box 17 – Enter brief description of the trip.

Box 18 – Enter all applicable information.

Hint: Itemize the daily travel expenses on Back Page 1 before you fill in this section. Many of the expenses in Box 18 (including Personal car mileage, Meals and/or lodging) will carry over from Back Page 1 automatically.

The following should be entered directly in section 18:

- Fares, Public transportation. Enter Taxi, Airfare, and Rental Car Expenses, including applicable taxes.
- Enter present mileage rate.
- Parking. Include a description of the parking charges (hotel, valet, DFW, etc.)
- Incidental expenses (itemize in Box 18). These include the travel agency fee, local hotel taxes, state hotel taxes, phone calls, rental car gasoline, tolls, currency exchange fees, and others. See the UNTHSC Fiscal Regulations for additional allowable expenses.

Box 19 – The traveler should sign and date under the "Claimant." The traveler's supervisor should sign and date under "Supervisor." Someone with signature authority for the traveler may sign on his/her behalf.

Box 20 – Enter the name and phone number of the preparer.

Box 22 – If this travel is funded by a UNT Health, Advancement or Grant account, this box can be used for the additional approval signature.

FRONTPG2

Leave blank

BACKPG1

If travel is **in-state**, blocks a through l must be filled in completely. See attached example.

Enter information in c, d and e *only* if traveler is claiming the maximum allowable daily rate. (Note: traveler cannot claim the maximum allowable daily rate if s/he did not spend the full amount of that rate. Traveler should keep receipts for all travel).

If traveler has receipts, enter the **actual** amounts in g and h.

If travel is **out of state**, blocks m through x must be filled in completely. See attached example.

Enter information in o, p and q *only* if traveler is claiming the maximum allowable daily rate. (Note: traveler cannot claim the maximum allowable daily rate if s/he did not spend the full amount of that rate. Traveler should keep receipts for all travel).

If traveler has receipts, enter the **actual** amounts in s and t.

Hint: If the duty point (destination) of a traveler is out of state, all travel associated with getting to that duty point, whether it occurred in or out of state (e.g. travel to the airport), should be coded to out of state travel.

Box y -- Enter:

- daily activities and related expenses,
- point to point mileage breakdown. Enter I for in-state or O for out of state travel.
- explanation of any acronyms used,
- justification for the trip (i.e. how the travel benefited the department and UNTHSC)
- whether airfare was advanced as a reminder for Travel Office

Hint: if this is a separate travel voucher for an overage (pre-approved cost beyond the maximum daily rate) paid by a local account, attach a copy of the original State travel voucher for the trip.