

**Bowdoin College Administrative
Business Travel and Professional
Development Voucher Procedures**

Purpose: To initiate reimbursement to an employee or student for appropriate and reasonable travel expenses incurred while on College business.

Name	Enter the traveler's name.
Department Project #	Enter the department's six digit project number to which you wish to charge expenses
Description of Trip and/or Expense	Enter a brief description of the purpose and destination of travel.
Date	Enter the date(s) of travel. Each line represents one day. List up to 10 days of travel per voucher.
Lodging	Enter the amount expended for lodging.
Air	Enter the amount expended for Airfare.
Ground	Enter the amount expended for auto rental, bus, taxi fare, etc.
Personal Auto	Enter the amount eligible for reimbursement
Meals	Enter the amount expended for meals, snacks and related gratuities.
Other Miscellaneous	Enter a brief description of expense not classified on form. Enter amount of such expense.
College Issued Credit Card	Enter the total of the expenses charged on your corporate credit card.
Payment Made by Traveler	Enter the total expenses paid with cash or charged to your personal credit card.
Account Distribution / Project Split	If you wish to charge to more than one department, please note the department number and amounts, by category, to be charged to each project.
Cash Advanced	Enter the date and amount of cash advanced to you for this trip.
Signatures	You and your supervisor must sign the form. Your signature validates the legitimacy of the expense and your supervisor's signature approves the expense.

Important: Expenses should be supported with original receipts stapled to the back of the voucher. The Missing Receipt Documentation must be completed and signed if required receipts are not attached.

Expenses paid by College Credit Card may be reported on this form; you may attach copies of credit card charges to this report, if so desired by your supervisor. However, submit the original credit card receipts separately with your credit card statement.