PROCEDURE LIT.4.03.06
TRAVEL VOUCHER

SCOPE: Faculty and Staff

1. A Travel Voucher should be submitted within a week after travel.

2. Travel Voucher Instructions

2.1. Top Information Section (boxes 1-14) - Complete the following boxes:

2.1.1. Doc Date (box 6): Enter the first day of travel.

2.1.2. Document Amount (box 9): This amount is automatically calculated and populated from all entries in the available fields throughout the form.

2.1.2.1. This amount should match the TOTAL (box 18).

2.1.3. Pay to (box 10): Enter the employee's name.

2.1.4. Title: Enter the title of the employee.

2.1.5. Designated Headquarters: Enter the city that is considered to be the employee's headquarters.

2.1.6. Texas Identification Number: Enter the employee's T-number.

2.2. Travel Voucher Instructions – Account Information Section (box 15)

2.2.1. Multiple boxes are provided

2.2.1.1. Additional boxes are provided on page 2 of the document.

2.2.2. Complete a separate box 15 for each object code.

2.2.2.1. FUND – Enter the 4-digit fund number from which this voucher will be paid

2.2.2.2. PCA – Enter the 5-digit program cost account.

2.2.2.3. AY – Enter the 2-digit appropriation year that provides the funding for the expense.

2.2.2.4. COBJ – Enter the 4-digit comptroller object code.

2.2.2.4.1. Object codes are located on the Request to Travel or in the Travel Folder in the Forms drive.

2.2.2.5. AMOUNT – Enter the amount that corresponds with the object code above.

2.3. Travel Voucher Detail Section (Required)

2.3.1. Service Date (box 16): Enter the last day of travel.

2.3.2. Description (box 17): Enter a brief summary of the travel.

2.3.3. Distribution (box 18): Enter total incurred expense itemization for your travel.

2.3.3.1. Use the “Expense itemization for in-state travel” when ALL travel occurred in Texas.
2.3.3.2. Use the “Expense itemization for “out-of-state travel” if ANY travel occurred outside Texas.
2.3.3.3. Enter expenses for Parking, Taxi, Air Fare, Rental Car and Incidentals
2.3.3.3.1. List out Incidentals
2.3.3.4. Mileage, meals, and lodging totals should populate from information entered on pages 3 or 4, and page 5 of the form.

2.4. Travel Voucher Instructions – Meals and Lodging (page 3 or 4)

2.4.1. Complete the appropriate page for in-state or out-of-state travel
2.4.1.1. Leave Headquarters (box A or M):
2.4.1.1.1. Date — Enter a date employee began travel (first line).
2.4.1.1.1.1. In the Date column, repeat a date entry for each day of travel.
2.4.1.1.2. Hour — Enter hour employee left headquarters (first line).
2.4.1.1.3. Min. — Enter minute employee left headquarters (first line).
2.4.1.1.4. m. — Enter a (a.m.) or p (p.m.) (first line).

2.4.1.2. Arrive Headquarters (box B or N): (The following entries are made on the line lower than the last entry in column a.)
2.4.1.2.1. Date — Enter date employee returned to headquarters.
2.4.1.2.2. Hour — Enter hour employee returned to headquarters.
2.4.1.2.3. Min. — Enter minute employee returned to headquarters.
2.4.1.2.4. m. — Enter a (a.m.) or p (p.m.)

2.4.1.3. Meals not to exceed Maximum Rate — Enter the expense incurred for overnight meals for that date.

2.4.1.4. Lodging not to exceed Maximum Rate — Enter the expense incurred for lodging that date.

2.4.1.5. Total Meals & Lodging — This form automatically totals the entries for all meals and lodging

2.5. Information Required by Textravel and other Pertinent Information (page 5)

2.5.1. Date — Enter date for each day of travel.

2.5.2. Description area — Include information about each day of your travel to include major activities and any meals that were provided.

2.5.3. Type — Enter I for in-state travel; Enter O for out-of-state travel.

2.5.4. Mileage — Enter each point-to-point mileage.

2.6. Travel Voucher Certification (Required – box 19 of page 1)

2.6.1. Employee signs as the “Claimant” and enters the date.

2.6.2. The supervisor’s signature is required

Related Policies: LIT.4.03 Travel

Relevant Forms/Documents: Request to Travel, Travel Voucher, Request to Increase Maximum Lodging Rate, Hotel Occupancy Tax Exemption Certificate

Relevant TSUS Policies/Forms/Documents: TSUS Rules & Regulations Chapter 3, Section 6.(10)

Relevant Statutes: Texas Government Code Chapter 660; Texas Education Code 51.009

Relevant SACSOC Standards:

Document History:
Adopted: July 2026
Reviewed:
Revised: