



**GRADUATE
SCHOOL of
BANKING**

AT LOUISIANA STATE UNIVERSITY

**TRAVEL EXPENSE
VOUCHER**

2018 SESSION

Name: _____

Position: _____

Employer: _____

Address: _____

City/ST/Zip: _____

Phone: _____ Email: _____

Purpose of Travel: _____

Unusual Items:

_____ Amount: \$

Transportation: From: _____ To: _____ Amount: \$

<input type="checkbox"/>	Air	(Attach copy of airline ticket)
<input type="checkbox"/>	Auto	(_____ miles @ \$0.56 per mile)

You Must Attach Receipts for Lodging, Transportation, and Car Storage										
Dates of Travel	Depart Time	Arrival Time	Meals for Travel Days			Lodging	Limo/ Taxi	Car Storage	Misc. Tips	
			Breakfast	Lunch	Dinner					
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
Total Expenses:										\$

Please make check payable to: _____
(Print name as it should appear on check.)

Signature: _____ Date: _____ Tax ID #: _____

or SSN #: _____

GRADUATE SCHOOL OF BANKING at LSU

Travel Policy Guidelines

Please observe the following guidelines for submitting expenses to the Graduate School of Banking at Louisiana State University:

1. Travel will be reimbursed at air coach rates, unless unusual or extenuating circumstances are involved. Round-trip mileage at 0.56 cents per mile for use of own car from home to airport and airport parking are allowable costs when traveling by air.
2. If travel by personal car rather than air coach is chosen for personal reasons, reimbursement will be applicable air coach rates. For short distances (*generally less than 500 miles*), for which air travel is not available or desirable, expense reimbursement will be 0.56 cents per mile. Generally, faculty members are expected to arrive in Baton Rouge the night before their presentation and depart upon completion of their session.
3. For travel days the Graduate School of Banking at LSU will reimburse for the reasonable cost of meals plus gratuities. (*During the annual resident session, the School provides for all meals for faculty and staff*).
4. Other allowable expenses or charges for baggage tips, taxis, telephone calls on official business, and parking. The expense of rental cars is allowable only for that portion essential to getting to or leaving the LSU campus. Rental cars kept for personal use during the annual resident session are not reimbursable.

Please submit all receipts and this travel voucher within 30 days. These documents will be reviewed by the Executive Vice President of adherence to the approved policy guidelines. Reimbursement of approved expenses will occur within 15 days of approval.

If you have any questions, please call the GSB office at **225-766-8595 or 888-278-0025**. After this voucher is completed, please mail it, along with all receipts to:

Graduate School of Banking at L.S.U.
4273 Highland Road
Baton Rouge, LA 70808-4541