

PRINCETON UNIVERSITY
Treasurer's Office
Non Employee Travel Voucher

REQUEST #:

Shaded fields are optional - all other information must be provided



PAY TO

Name: _____ Today's Date: _____
 Address: _____ Destination: _____
 City/Town: _____ State/Province: _____ Departure: _____ Date: _____
 Zip/Postal: _____ Country: _____ Return: _____ Date: _____
 Purpose: _____

PERSONAL CASH & CREDIT CARD EXPENSES

Meals & Related Tips		Amount:
Lodging		
Transportation	From:	To: & Return
Air		
Personal Auto		
Auto Rental/Taxi (include tips)		
Train		
Tolls / Other		
Registration Fees / Miscellaneous		

1	PERSONAL CASH & CREDIT CARD TOTAL	
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UNIV. ADVANCE PAYMENTS

INCLUDING DEPT. CREDIT CARDS		Amount:
Meals & Related Tips		
Lodging		
Transportation		
Miscellaneous		

2	ADVANCE PAYMENTS	
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TOTAL EXPENSES - TOTAL ACTUAL EXPENSES INCURRED ON TRIP	3	TOTAL EXPENSES CLAIMED	
***** TOTAL CASH ADVANCE TO TRAVELER ***** ENTER AMOUNT ON LINE # 4	4	TOTAL CASH ADVANCED	
If Line 1 greater than line 4, reimbursement due traveler	5	REIMBURSEMENT DUE TRAVELER	
If Line 4 greater than line 1, reimbursement due University	6	RETURN DUE UNIVERSITY	

CHARGE / (CREDIT) number of digits for each field indicated in parentheses

Amount	Acct (3)	Dept (3)	Project/Grant (7)	Fund (2)	Budget Year (4)	Optional 1 (15)	Optional 2 (15)	Program Code (3)
\$								
\$								
\$								

Signature of Traveler _____

Approved - Department _____