

Instructions for Completing an Accounts Payable Travel Voucher (Form APF004)

Pay To: Name & Address: Enter the name and full address of the individual on whose behalf the travel voucher is being completed (the traveler). A complete address must be provided even when special check handling is requested.

Today's Date: Enter the date on which the Travel Voucher is being completed.

- 1. Destination:** Enter the destination (city, state, country) of the travel for which reimbursement is being requested.
 - a) Date Trip Started:** Enter the date (mm/dd/yy) the travel started.
 - b) Date Trip Ended:** Enter the date (mm/dd/yy) the travel ended.
- 2. Purpose of Travel:** Enter the nature of the business travel for which reimbursement is being requested (name of conference, lecture, training, etc.).

Transportation Expenses (Item 3):

- 3. Transportation Expenses (From, To, & Amount):** Enter all means of transportation used during the business travel: indicate the departure (**From**) and destination (**To**) locations for each means of transportation, and also enter the **Amount** being requested for reimbursement. See immediately below for any additional special reporting or documentation requirements:

Air: Attach the used airline ticket stub. For those airlines using "ticketless travel" (example, Eastwind Airlines) or electronic ticketing, attach a receipt detailing the transportation expense along with the boarding pass (if you have one).

Personal Auto: Enter the total business mileage traveled by personal auto and calculate the dollar amount to be reimbursed using the applicable mileage reimbursement rate in effect as of the date(s) of travel.

Auto Rental/Taxi: Attach a receipt detailing the expense for the rental car. For transportation by taxi, enter the total number of trips, the total cost (including tips), and attach a receipt for any expense exceeding \$ 36.00.

Train: Attach used ticket stubs.

Other: List any other transportation-related expenses incurred during the business travel (parking, tolls, gas, etc.).

Actual Subsistence Expenses (Items 4-5):

- 4. Hotel:** Enter the name of the hotel and the number of nights for which reimbursement is being requested and attach receipts.
- 5. Meals and related tips:** Enter the total number of meals and their cost, including tips, and attach receipts documenting the meal expenses (in the absence of receipts, the maximum per diem meal allowance is \$ 36.00 per day).

Other Expenses (Items 6-9):

- 6. Registration Fee:** Enter the amount of any registration fees paid and attach receipts or confirmation of registration.
- 7. Telephone:** Itemize all calls over \$1.00 and enter the total cost of all calls.
- 8. Tips (excluding meals and taxi's):** Enter any other tips paid (example, maid service) -- exclusive of tips on meals and for taxis which should be listed under **Transportation** or **Subsistence Expenses** (above).
- 9. Other (itemize):** Enter any other business expenses incurred (example, photocopying).
- 10. Total Expenses Claimed:** Enter the total of all of the business expenses itemized on lines 3 - 9.

Travel Advances Received (Item 11)

- a) Cash Advance to Traveler:** Enter the dollar amount of any cash advanced to the Traveler by the University for the purpose of completing the business travel.
 - b) Transportation Ticket Advanced:** Enter the dollar amount of any transportation ticket paid directly by the University for the purpose of completing the business travel.
- 11. Total Advance Received:** Enter the total of **a)** and **b)** above, representing the total dollar value of all advances received by the Traveler from the University for the purpose of completing the business travel.

- 12. Reimbursement due Traveler:** If the total of all expenses claimed on line 10 exceeds the total advances listed on line 11, then subtract line 11 from line 10 and enter the dollar amount of the reimbursement due to the traveler.
- 13. Return due University:** If the total of all advances received listed on line 11 exceeds the total of all expenses claimed on line 10, then subtract line 10 from line 11 and enter the dollar amount that the traveler must return to the University. Attach a check made payable to Princeton University for the amount due to the University.

Charge/(Credit): This section refers to the accounting lines (*i.e. Chartfields*) associated with the travel voucher. All chartfields must be entered completely and correctly (aside from those listed as optional) for a travel voucher to be processed. Each field is described below.

Amount: Enter the dollar amount to be charged to this accounting line. If entering a credit, for example if money is being returned to the University (see 13. above), enter the amount as a negative number in brackets (*example: (\$ 350.00)*).

Account: Enter the 3-digit account (formerly "object code") which describes the type of travel for which reimbursement is being requested. Use account **275** for domestic travel (which includes travel to all 50 states, Canada, and Puerto Rico) and account **276** for international travel.

Org: Enter the 3-digit number of the owning department of the project/grant.

Project/Grant: Enter the 7-digit number of the University project/grant being charged or credited.

Fund: Enter the appropriate 2-digit fund code for the project/grant being charged or credited. In general, for most operating departments (numbers 100-499 & 600-999), the fund code will closely correspond to the first number of the last four digits of the project/grant, as indicated in the table below:

<i>1st 3 digits of Project/Grant</i>	Fund Codes			
	<i>Last 4 digits of Project/Grant</i>			
	<i>1xxx</i>	<i>2xxx</i>	<i>4xxx</i>	<i>6xxx</i>
<i>100-499</i>	10	20	40	60
<i>600-759</i>	10	20	40	60
<i>770-999</i>	10	20	40	60

For more detailed information about how to select the appropriate fund code (and to view an expanded table of fund codes for all University project/grants) go to:

<http://www.helpdesk.princeton.edu/peoplesoft/fund.htm>.

Budget Year: Enter the 4-digit University fiscal year to which the charge or credit is being applied (*example: 1999, 2000*).

Optional 1: An optional field for departmental use to further define the charge or credit.

Optional 2: A second, additional optional field for departmental use. Anything entered in the Optional 1 and/or Optional 2 fields **will not** print on the check stub.

PrgCode: Future use. Leave blank.

Signature Authorizations:

Signature of Traveler: The signature of the Traveler is required for the Travel Voucher to be processed. Unsigned vouchers will be returned to the originating department.

Approved, Head of Office or Department: The signature of the individual authorized to approve this expense for the accounting line(s) charged or credited is also required. Unsigned vouchers will be returned to the originating department.