

TRAVEL EXPENSE VOUCHER
(Non-Relocation)

- If the vendor accepts credit cards, please utilize the Travel card instead of this form.
- Please use KFS Disbursement Voucher REG for registration fees to events, conferences or online classes, instead of this form.

[* = Required] Additional instructions are on the following page.

This form should be attached to the KFS Disbursement Voucher (TEV) document as proof of the traveler's certification and department head approval.

*Vendor Name & Address:	*Business Purpose:

***Destination(s):**

*Expense Date	*Expense Description	*Amount

Departmental Accounting Information:

Chart: Account: Sub-account: Object: Sub-Object: Project:

Other Related Expenses: Enter "None" if there are no related expenses

***KFS Document #:**

***AggieTravel RK #:**

COMMENTS:

I CERTIFY THAT THE ABOVE IS A TRUE STATEMENT, THAT THE EXPENSES CLAIMED WERE INCURRED BY ME ON OFFICIAL UNIVERSITY BUSINESS ON THE DATES SHOWN, AND THAT I HAVE ATTACHED ORIGINAL RECEIPTS FOR EACH EXPENSE OF \$75 OR MORE, AS REQUIRED BY UNIVERSITY POLICY.

Traveler Signature: _____ Date: _____

Printed Name: _____ Dept: _____

Department Head Authorization: Enter "See KFS" in lieu of a signature if you are attaining department approval through KFS document routing.

***Signature:** _____ ***Date:** _____

***Printed Name:** _____ ***Dept:** _____

***Title:** _____

Form prepared by:

***Name:** _____ ***Email:** _____