

TRAVEL EXPENSE VOUCHER

SOUTHERN ILLINOIS UNIVERSITY

Department Contact Information:

Name: _____

Email: _____ Phone: _____

Department: _____ MC: _____

Traveler Information

AIS Employee #: _____ Email: _____ Phone: _____

Last Name: _____ First Name: _____ MI: _____

Address: _____

City: _____ State: _____ Zip: _____

Purpose of Trip
(state briefly):

2-EE

2026

Accounts Payable Use Only

Date: _____

Entered By: _____

Itinerary Information

Date	Departed From Place	Time	Arrived At Place	Time	Auto Mileage	Auto Reimb	Trans	Lodging	Meals/Per Diem	Other Expenses Item	Amount	Line Totals

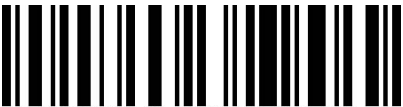
Totals

Justification Information

FUNDS Legend: PC - University P-Card DB - Direct Billed IDF - Invoice Distribution Form TF - Traveler's Funds OF - Other Funds (Describe)

DATE	EXPENSE ITEM	FUNDS	JUSTIFICATION

Mileage Rate:



1234567890

TRAVEL EXPENSE VOUCHER

SOUTHERN ILLINOIS UNIVERSITY

Last Name: _____ First Name: _____ MI: _____

Dates of Travel: _____ To _____

Dates of Meeting: _____ To _____

Was a registration fee paid? ☐ Yes ☐ No
If yes, attach material which gives details of the fee paid.

Was a personal vehicle utilized? ☐ Yes ☐ No
If yes, the traveler certifies that he/she is duly licensed and carries the minimum required insurance set forth in the Illinois Revised Statutes.

Was a university vehicle utilized? ☐ Yes ☐ No

Were any University funds (i.e. "P" card) used to pay for any itemized amounts? ☐ Yes ☐ No
If yes, indicate those items direct billed and enter as "Amount not Allowed".

Accounts Payable Use Only

Clerk _____

CUSAS Code _____

Date _____

TOTAL EXPENSES _____

LESS: AMOUNT
NOT ALLOWED _____

NET AMOUNT OF
REQUEST _____

LESS: TRAVEL
ADVANCE _____

AMOUNT DUE
TRAVELER _____

AMOUNT DUE
UNIVERSITY
(ATTACH CHECK) _____

I certify that, in accordance with Section 12 of "An Act in Relation to State Finance", the above amount is correct and just; that the detailed items charged for subsistence were paid; that the expenses were occasioned by official business or unavoidable delays requiring the stay at hotels for the time specified; that the journey was performed with all practicable dispatch by the shortest route usually traveled in the customary reasonable manner, and that I have not been furnished with transportation or money in lieu thereof for any part of the journey therein charged for.

Date Traveler Signature

Payment of interest may be available if the state fails to comply with Prompt Payment Act. (30ILCS 540/Q.01)

This certifies that the travel shown above was required by the official duties of the traveler named to my personal knowledge, or as indicated by records submitted to me. If applicable, the reporting requirements of Section 5.1 An Act to Create the Bureau of Budget have been met.

Distribution Information

BP	DA1	DA2	OBJECT	SOF	FFY	AMOUNT

Signature Information

Budget Purpose Date Fiscal Officer Signature

Budget Purpose Date Fiscal Officer Signature

Budget Purpose Date Fiscal Officer Signature

OSPAA Grant Assignee Signature Date

Budget Purpose Date Fiscal Officer Signature

Budget Purpose Date Fiscal Officer Signature

Additional Approval as Appropriate Date

SOUTHERN ILLINOIS UNIVERSITY

Itinerary Information

Justification Information	
<p>1. Justification: This project is a critical component of the state's infrastructure, aimed at improving the efficiency and safety of the transportation network. It involves the construction of a new highway interchange and the renovation of existing bridges, which are essential for maintaining the state's economic vitality and ensuring the safe movement of goods and people.</p> <p>2. Impact: The completion of this project will result in significant improvements in traffic flow, reduced travel time, and enhanced safety for motorists. It will also create numerous jobs during the construction phase and provide long-term benefits to the state's economy by facilitating trade and commerce.</p>	<p>3. Cost-Benefit Analysis: The project has a high benefit-to-cost ratio, with the benefits of improved infrastructure and economic growth far outweighing the initial investment. The state's investment in this project is a prudent use of public funds, as it will yield a high return on investment over the long term.</p> <p>4. Conclusion: This project is a high-priority initiative that aligns with the state's strategic goals for infrastructure development. It is essential for the state to move forward with this project to ensure the continued growth and prosperity of the state.</p>

[illegible]