

* EXAMPLE *

MU 12/99

TRAVEL EXPENSE VOUCHER
Millersville University

No. TV 123456

Doc #

Traveler's Name (Print Clearly) Charles Chaplin		Mail Check to (street address) Direct Deposit (DD)		Bargaining Unit Code Faculty (or staff or student)		Department Communication & Theater				
Employee SAP# 50XXXXXX		City And State Zip Code		Office Telephone No. x1234		GL Account/ Commitment Item				
Purpose of Travel:		Travel Request #		Year		Cost Center/WBS/Internal Order				
XYZ conference, Fort Myers, FL 12/5-12/8/15		TR104XXX		2016		601XXXXXXX				
Off campus student supervision 12/30/15		Travel Request #		2016		609XXX				
Lodging at event hotel? <input checked="" type="radio"/> Yes <input type="radio"/> No		TR103XXX		2016		601XXXXXXX				
Itinerary		Transportation		Lodging		Subsistence		Miscellaneous Expenses		
Date	Time	List Destination	Name of Carrier	Name of Hotel	Cash You Paid	Cash You Paid	Cash You Paid	Cash	Explanation	
12/5/15	0800	MU to BWI	American Air	Palms	\$260.70	\$297.00	\$13.41	\$430.00	Registration fee	
12/5/15		BWI to FL					\$9.53	\$47.50	Parking airport garage	
12/7/15										
12/8/15	0800	FL to BWI								
12/8/15		BWI to MU								
12/30/15	0800									
12/30/15	0800	MU-MD-DE-MU	Enterprise					\$37.35	gas	
TOTALS						169.40	\$260.70	\$297.00	\$22.94	\$514.85

Total Cash Paid	\$	1,095.49
Pers. Auto Miles	169.40 @ 0.540	\$ 91.48
Total Reimbursement Claimed	\$	1,186.97
Less: Advance	\$	430.00
Net due Employee or University	\$	756.97

Supervisor Signature and Date

Travel Signature and Date

I certify that the statement and expenses claimed are correct, reasonable, and were incurred in the performance of University duties and that I have not and will not accept reimbursement of any of these expenses from any other source. I further certify that if my personal automobile was used for University business during the period of travel claimed, insurance coverage was in effect to comply with the Pennsylvania Motor Vehicle Financial Responsibility Law (Act 1984-11).

Provost and Vice President for Academic Affairs
Phone: 717-871-7555
Fax: 717-871-7952

November 13, 2015

Dr. Charles Chaplin
Department of Communication and Theatre
Millersville University
Millersville, PA 17551

Dear Dr. Chaplin:

The Faculty Grants Committee and the University administration are pleased to inform you that you have been awarded ~~\$430~~ \$430.00 in support of your Travel to Present grant proposal titled 'Public Events' (Library of Congress) and 'Talk Story Events' (1882 Foundation)," on December 5-8, 2015, in Fort Myers, FL. **If for any reason you find you are unable to use these funds, please inform the chair of the Faculty Grants Committee as soon as possible.**

By accepting these funds, you are obligated to do the following:

- a. Your award has been assigned to the SAP FI "internal order" code: 609.XXX and G/L account: 615100. It is important that the internal order code be placed on all necessary paperwork such as Travel Requests and Travel Expense Vouchers. Failure to do so will delay the process of acquiring services or obtaining reimbursement. Please have the Faculty Grants Committee Chair sign all travel forms and forward to the Purchasing Department for processing. If you are receiving department funds in addition to your faculty grant, you must also obtain your department chair's signature. Grant funds must be utilized within one year from the date of this award letter.
- b. Inform your Dean and Faculty Grants Committee Chair of any additional grants you receive as a result of the assistance provided through these funds.
- c. Inform your Dean of any publications and/or presentations resulting from the work completed with these funds. Publications should credit the University.



Receipt for Fort Myers

Dec 5, 2015 - Dec 8, 2015 Itinerary # 7148451063191

Booked Items	Cost Summary
<p>Flight: Harrisburg (MDT) to Fort Myers (RSW) Depart: 11/5 12/5/2016 , 1 one way ticket</p> <p>Flight: Fort Myers (RSW) to Harrisburg (MDT) Depart: 11/8 12/8/2016 , 1 one way ticket</p> <p>Travel Protection: Travel Protection - Cancellation Plan Coverage Dates: 11/5/16 - 11/8/16</p> <p>Traveler Information</p> <p>CHARLES CHAPLIN-ADULT Ticket # 0067698613343</p>	<p>Booked Date: Nov 25, 2015</p> <p>Traveler 1: Adult \$241.70</p> <p>MDT to RSW Flight \$92.09 Taxes & Fees \$29.51</p> <p>RSW to MDT Flight \$92.09 Taxes & Fees \$28.01</p> <p>Expedia Booking Fee \$0.00 Travel Protection \$19.00</p> <hr/> <p>Total: \$260.70</p> <p>Paid: \$260.70</p> <p>MasterCard 2154</p> <p>All prices quoted in US dollars.</p>

PALMS.
CASINO RESORT

FORT MYERS, FL

Room Number: 7109
 Folio ID: 422271196074
 Arrival Date: 12/05/2015
 Departure Date: 12/08/2015
 Group Code: WEXP154

CHARLES CHAPLIN

ID:
 CO Date: DQUINT
 CO Time:
 ID: SRAMOS

Thank you for staying with us

Date	Reference	Charge Description	\$ Amount
12/05/2015	T1 7109	Room FEE ***	99.00
12/06/2015	T1 7109	Room FEE ***	99.00
12/07/2015	T1 7109	Room FEE ***	99.00

12/08/2015		FRONT DESK MASTERCARD ***** 2456	297.00

Balance: .00



Our guac rocks.

: Christina	12/05/2015
R #118	11:39 AM
	10019
ken Burrito	6.80
Quesadilla	3.75
os & Salsa	2.10
total	12.65
	0.76
E OUT Total	13.41
X #XXXXXXXXXX2345L	13.41
uthorizing...	
ance Due	13.41

We Are Hiring
Apply Now

T.J. ROCKWELL'S

American Grill & Tavern

Name 4 Custs
 Check#: 762056 Guests: 4
 Date: 12/7/15 Time: 06:29pm
 Table:30 Server:Samantha

[Seat 3]	
1 CHK QUESA	\$8.99
Subtotal:	\$8.99
Tax::	\$0.54
Sbtl w/Tax:	\$9.53
Amt Due:	\$9.53

NOW HIRING!!!

T.J. Rockwell's is now
Hiring All Positions
Apply in person

BW1 INTERNATIONAL AIRPORT

SPPLUS
TWO TERMINAL DRIVE SUITE 100
MIDDLETOWN, PA 17057
(717) 948-5901

Rcpt# 22034
12/05/15 00:08 LH22 AM 28 Txn# 23172
12/07/15 12:42 Out

Tkt# 310791
LONG TERM 2 \$ 43.18
Total Tax \$ 4.32
Total Fee \$ 47.50
MASTER CARD \$ 47.50-

XXXXXXXXXXXX7654
Approval No.:007506
Reference No.:069430
Change Due \$ 0.00

THANK YOU FOR PARKING WITH US!
HAVE A GREAT DAY

559
4010 Columbia Avenue

Pump No: 14
Unleaded @ \$2.099/G
Volume: 17.796 Gal

Gas Total: \$37.35
Total \$37.35
229212

Visa
XXXXXXXXXXXX2345

12/30/2015 17:09:50