



## Travel Expense Voucher Checklist

When you get back from your travel you need to fill out a Travel Expense Voucher (TEV). Below are some helpful steps to make sure you have everything needed for a fast and easy transition.

- Go to the LCC Faculty & Staff website, click forms, and scroll down to Travel Expense Voucher
- A blank TEV will download
- Type your name
- Your department goes under your name
- Only include address if you ask to have it mailed to you, if so indicate on the TEV "Please Mail"
- Enter budget information underneath
- Tab to Month/Year and enter information
- Click on Regularly Scheduled Work Hours enter your information i.e. M-F 8-5
- Official Station is where your work station is usually Longview
- Official Residence is where you live
- Phone Number, you can put your extension or regular number
- Enter the date you are leaving
- From is where you are leaving from
- To is where you are arriving
- Depart time put the time when you leave
- If one day trip enter your return time, if overnight leave blank until last day of travel
- For each meal enter your allowed per diem rate it will add automatically
- Tab to Lodging Costs and enter the amount for hotel this too will be added automatically
- If you drove with your POV enter your miles accordingly to each date of travel
- Any other expenses pertaining to trip enter under Detail of Other Expenses
- Put the number amounts of other expenses under "Other per Detail" It will add in the total
- If using a LCC Credit Card enter the last 4 digits in the orange next to Costs charged to LCC Visa Card
- Enter the amount with a minus sign i.e. -50.00
- Any costs paid by PR subtract that amount as well
- Any travel advancements used subtract that amount

## Important Documentation Needed:

- Hotel receipt showing ALL charges
- Parking receipts
- Travel Pre-Approval
- Copy of travel advance if applicable
- Copy of receipt of unused travel advance deposit
- Baggage charge fee receipt
- If actual meal prices are to be reimbursed, actual itemized receipt for meal

## Helpful Websites:

### Washington State Per Diem Map:

<http://www.ofm.wa.gov/resources/travel/colormap1015.pdf>

### Out of Washington State per Diem Site:

<http://www.gsa.gov/portal/category/100120>

### Travel Policy for OFM:

<http://www.ofm.wa.gov/policy/10.htm>