

Travel Voucher FAQ

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When is a travel voucher required?

The travel voucher is always required when personal automobile mileage is being reimbursed, without exception. For a reimbursement with a single receipt and no mileage, feel free to use a Non-Invoice Payment Request, regardless of purpose.

What should I use for documentation?

Each expense, other than tips and tolls, must be substantiated by an itemized receipt. Please attach toll receipts if you have them. To be considered *itemized* a receipt must list each item purchased and the total amount paid, including separate taxes and fees. Please do not forego reimbursement because of a missing receipt. Complete an affidavit for expenses you incurred on behalf of IWU. [Affidavit of Missing Detailed Receipt](#)

Do I need to match receipts with the date on the top?

No, the date is for the mileage reimbursement section only. You do not need to match dates to receipts in the lower sections. Trying to do so may interfere with your ability to list receipt amounts separately.

Do I need to add up my receipts myself?

No, do not add expenses yourself other than tips and tolls. Tips on meals can be included in the receipt total. Please abide by usual and customary tipping guidelines. Each receipt amount should be entered in a separate box on the form. If you are seeking reimbursement for catering, or providing a food stipend to a group, you can include the total amount in a single box.

What if I have multiple transportation receipts of the same type?

Use the Miscellaneous/Overflow section to list additional receipts

Do I need to include a map for mileage reimbursement?

It depends on the destination. In many cases, no. Trips within the twin cities, or to common destinations like Chicago, Peoria, or Champaign-Urbana do not need to be substantiated with a map. For longer trips, a map, or a record of odometer readings, should be provided.

What expenses need additional documentation beyond a receipt?

We don't want people to feel compelled to over-document their travel. If a miscellaneous expense is obviously related to the purpose of travel, no additional explanation is needed. For example, you do not need to justify purchasing a ticket to an event you traveled to, you just need to substantiate the cost.

There are limits for how much can be spent on food and lodging before the IRS may consider it extravagant. This limit depends on the destination, and can be verified at www.gsa.gov.

This is a per-person limit, so if you have a meal for multiple people, you may need to include the number of people fed. If clarification is needed, you can write notes on the voucher, or attach a separate page if your reimbursement request requires significant explanation.

How does tax-exemption apply to other states?

Within all of Illinois, the normal tax-exemption rules apply. In other words, employees are expected to complete all retail purchases without paying sales tax. Sales tax paid in a retail setting in Illinois will not be reimbursed. In other states where IWU has an exemption, please try to complete purchases tax-free. In states other than Illinois, sales tax may be reimbursed in retail settings.

Can I use the travel voucher for moving expenses?

No, there is a separate form for that available through the IWU Provost office. The mileage rate and permitted expenses differ between business travel and moving expense reimbursement. The forms should be used only for their unique purpose.

What do I do with the boxes for Advances and Amount Due

In most cases, nothing. The “grand total” will be considered the payable amount unless otherwise specified. If you did not receive a cash advance for a trip, do not put info in the advance boxes. If your maximum reimbursement is less than your incurred expenses, put the payable amount in the “amount due” box.

Where can I get further information?

Please refer to the Business Office policies document at [Business Office Policies | Illinois Wesleyan](#)