



Austin Texas 78753

TRAVEL/TRAINING REQUEST (Prior to Travel)

Name of Claimant: _____ Date _____
 Place of Travel: _____
 Dates of Travel: _____
 Purpose of Travel: _____

ESTIMATED EXPENSE DISTRIBUTION

DATES								Category Totals
Registration Fees								
Airfare (Coach Only)								
Auto mileage @ ____¢/mile # of miles__								
Auto Rental (# Days ____) Rate Per Day \$								
Taxi/Ground Transportation								
Lodging (# Days ____) Rate Per Day \$								
Meals & Incidentals (Per Diem \$ _____)								
Parking								
Daily Totals								
Other Expense(s):								

I certify that the amounts listed above were expended for and during the trip in accordance with the NYOS Travel Policy and Requirements; and that each amount shown is correct

TOTAL EXPENSES	
LESS ADVANCES	
AMOUNT DUE TO CLAIMANT	
AMOUNT DUE TO NYOS	

CLAIMANT SIGNATURE: _____ Date: _____
 PRINCIPAL/ DEPARTMENT HEAD: _____ Date: _____
 RESTRICTED GRANTS: _____ Date: _____
 (If Applicable)
 EXECUTIVE DIRECTOR: _____ Date: _____

Account(s) to be charges:
 Account # _____ Amount: _____
 Account # _____ Amount: _____



TRAVEL EXPENSE VOUCHER

Name of Claimant: _____ Date _____

Place of Travel: _____

Dates of Travel: _____

Purpose of Travel: _____

ACTUAL EXPENSE DISTRIBUTION

DATES								Category Totals
Transportation								
Auto Mileage @ ____/mile								
Auto Rental								
Taxi/Ground Transportation								
Lodging								
Meals								
Tips								
Parking								
Daily Totals								
Other Expense(s):								

I certify that the amounts listed above were expended for and during the trip in accordance with the NYOS Travel Policy and Requirements; and that each amount shown is correct

CLAIMANT SIGNATURE: _____ Date: _____

PRINCIPAL/ DEPARTMENT HEAD: _____ Date: _____

RESTRICTED GRANTS: _____ Date: _____

(If Applicable)

EXECUTIVE DIRECTOR: _____ Date: _____

Account(s) to be charges:

Account # _____

Amount: _____

Account # _____

Amount: _____

TOTAL EXPENSES	
LESS ADVANCES	
AMOUNT DUE TO CLAIMANT	
AMOUNT DUE TO NYOS	