Employee Voucher-Travel and Other
For Expenses Incurred in the Service
Of the State of Connecticut
CCSU CO-17XP Rev. 7/03

Central Connecticut State University

For specific regulations governing reimbursable expenses, refer to the "Standard Travel Regulations" issued by the specific bargaining agreements. Sec. 3-117 of the Conn. Gen. Stat. requires supporting vouchers or receipts for the payment of any money exceeding twenty-five dollars ($25.00) at any one time.

Document Date	Receipt Date	Place and Period of Travel

Payee's Name and Address	Collective Bargaining Unit
	Payee's C.C.S.U. Indentification Number
	Date / Payee's Title
	Payee's Signature

I acknowledge that the amount stated in the advance amount block was given to me as an advance against the amount of travel and other expenses shown herein as due to me.

Amount of Advance	Payee's Signature
$	

Expended Amount	Banner Index	Banner Account	Fiscal Year

Remarks and Explanation of unusual items (including justification for business related phone calls, internet usage, faxes, etc.):

Travel Office Use Only:	
TA Approved:	
Less Airfare:	
Less Registration Fee:	
Total:	
Amount Expended:	
Reimbursement:	
Less Cash Advance:	
Actual Reimbursement:	

Dates: From: To: mo/da	Meals	Lodging	Mileage at /mile	Amount	Misc. Expenses (airfare, taxi, hotel tax, etc.) Description	Amount
Subtotal of all expenses by column:						

Total amount of expenses:	$	TA Number: TA
Date Approved	Amount approved	Signature - Head of Agency