TRAVEL EXPENSE VOUCHER

JSND/Finance

SFN 51196 R 2/16

Month _____ **Year** _____

JSND Employee		Non-JSND Employee		
Employee ID		Vendor ID		**FINANCE USE**
JSND Employee Name		Non-JSND Employee Name		Voucher ID
Department ID		Address		
		City	State / Zip	

Date	Travel Times (Show A.M. or P.M.) Depart	Arrive	Cities Covered By Travel	Vehicle Miles In State 521030	Vehicle Miles Out of State 521090	Air Travel In State 521010	Air Travel Out of State 521070	Comm'l Transp In State 521025	Comm'l Transp Out of State 521085	Misc Expense 521065	Meal Allowances IRS Taxable 521035	Meal Allowances Non-Tax In State 521020	Meal Allowances Non-Tax Out of State 521080	Lodging Costs In State 521015	Lodging Costs Out of State 521075	
																SEE APF-11 FOR INSTRUCTIONS.
																Expense Subtotal
			Totals:													

Travel Purpose & Misc. Expenses Explanations:

Vehicle Miles Out of State 521090		@		Per Mile	Mileage Cost
Vehicle Miles Out of State 521090		@		Per Mile	Mileage Cost
Vehicle Miles In State 521030		@	0.54	Per Mile	Mileage Cost
Vehicle Miles In State 521030		@		Per Mile	Mileage Cost

Assignment to Project / Activity ID:

Resource Type:

Total Expenses _____

Less Travel Advance _____

Net Reimbursement _____

FINANCE USE — **AUDITED BY:** — **AMOUNT:** — **DATE:**

Oper Unit	Dept ID	Account	Transaction Amount	Class	Fund	Bus Unit	Project	Activity ID	Resource Type
380				38030		38000			
380				38030		38000			
380				38030		38000			
380				38030		38000			
380				38030		38000			
380				38030		38000			
380				38030		38000			
380				38030		38000			
380				38030		38000			
			Total -						

I HEREBY CERTIFY THAT THE WITHIN ITEMIZED STATEMENT REPRESENTING CLAIM FOR PAYMENT OR PER DIEM, MILEAGE OR TRAVEL EXPENSES OR A COMBINATION THEREOF, TRUTHFULLY AND ACCURATELY STATES THE DAYS OF SERVICE AND MILEAGE TRAVELED, AND PURPOSE THEREOF.

Employee Signature

Date

Authorized Signer

Date

ORIGINAL TO FINANCE

Job Service North Dakota is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities.