Procedures for Travel Voucher Documentation

Travel vouchers should be submitted in packets, according to the type of expense, with the Voucher Certification shown as the front page for each packet.

Packet #1: Conference Registration - to be paid to conference sponsor

* Order of documents: Voucher, IN-90 (Authorization for Travel), Advance Expense Request Form, Registration Number in Traveler's Name, Conference Agenda

Packet #2: Hotel, Per Diem, Mileage (if applicable) - to be paid to traveler

* Order of documents: Voucher, IN-90 (Authorization for Travel), Advance Expense Request Form, Conference Agenda, Hotel Reservation in Traveler's Name, Directions and Mileage for Trip (if applicable)

Packet #3: Airfare (if applicable) - to be paid to Brentwood Travel

* Order of documents: Voucher, IN-90 (Authorization for Travel), Advance Expense Request Form, Airfare Quote from Brentwood Travel with Traveler's Name and Date of Birth, Conference Agenda

(If the same trip will have multiple travelers, the packets for conference registration and airfare should be combined into one voucher each for all travelers included.)

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When all vouchers have been completed and signed off by the needed personnel, they must be approved on certain levels, based on the funding.

* If the travel is being funded by GOB funds (i.e. fund 110), the vouchers are sent directly to the Fiscal Control Officer (or his designee) to review before passing the first two vouchers to Accounts Payable for payment.  The third voucher will be retained by the Fiscal Control Director (or his designee) to be paid by District purchasing card.
* If the travel is being funded by grant funds (i.e. anything other than fund 110), all vouchers must be reviewed by your Financial Management Office (FMO) Financial Analyst and Grants Manager (or their respective designees) before they send them to the Fiscal Control Director (or his designee) for his review as noted above.

Please have vouchers in no later than

* 30 days prior to the projected departure date to the Fiscal Control Director for travel funded with GOB funds, or
* 45 days prior to the projected departure date to your FMO Financial Analyst for travel funded with grant funds.

Checklist to ensure voucher completion:

* Include the vendor number for the conference sponsor or Brentwood Travel (V60000619) or the employee vendor number for the traveler on the voucher.  If you don't have one, PLEASE DO NOT SEND THE VOUCHER IN TO BE PROCESSED until you obtain it (contact the Procurement department for assistance).
* Include the account code (fund-function-object-location-project-year) on the voucher, the IN-90 (Authorization to Travel) AND the advance expense request form.
* For airfare, contact Brentwood Travel for quotes and add emails with itineraries and quote amounts in voucher packet.  The phone number is 314-439-5700 and the current contacts are:
  + Angie Siebels (ext. 132, [angie.siebels@brentwoodtravel.com](mailto:angie.siebels@brentwoodtravel.com)),
  + Annie Westmoreland (ext. 124, [annie.westmoreland@brentwoodtravel.com](mailto:annie.westmoreland@brentwoodtravel.com)) and
  + Tina Litteken (ext. 143, [tlittteken@brentwoodtravel.com](mailto:tlittteken@brentwoodtravel.com)).
* NOTE: Brentwood Travel employees should only be contacted for obtaining quotes and would not be able to provide the status of the booking of reservations. Please direct those inquiries to Charles Ellis, Director of Fiscal Control.
* For conference registrations, have all registration information already entered on the conference website before submitting and include the registration confirmation number or invoice from the conference provider in the voucher packet.  In most cases, the registrant/traveler does not need to enter payment on a website to receive a confirmation number or invoice.  Please do not fill out a printed conference registration form if registration information can be entered on a conference website.
* Include all costs for travel on the advance expense request form, including those to be paid for hotel, per diem, mileage (if applicable), registration and airfare (if applicable).
* If a rental car is needed, please note on the Advance Expense Request Form that it will be requisitioned separately through Toyin Akinola, Transportation Dept. Director.  She will need the following e-mailed to her:  name, as it appears on drivers’ license, pick up date/location/time, drop off date/location/time, cell phone number.  The amount of the rental on the Advance Expense Request Form and documentation of the rental car reservation is optional for inclusion in Packet #2.