

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Travel Policy FO-TR-29
Reporting Information on Voucher Form

Enter foreign travel expenses and information in the out-of-state sections of the Travel Voucher form.

Show the foreign conversion rate in effect at the time of travel on the front lower section of the Travel Voucher form.

Using this same conversion rate, show the equivalent US currency amount on each receipt obtained in a foreign country, which is attached to the Travel Voucher form and claimed for reimbursement.

When submitting receipts with the Travel Voucher form, remember to submit original expense receipts which show the actual amount paid in order to request reimbursement for these items. Receipts which show "pre-billing," without showing the amount paid are not acceptable. A copy of a receipt is not considered sufficient unless it shows the following statement:

"Original receipt is not available"

A credit card receipt is not considered a sufficient receipt, except when the original receipt is lost. In this case, the claimant is required to provide an itemized list with the credit card receipt identifying each item included on this receipt, as well as a statement explaining why the original expense receipt is not being used, such as the following:

"Original receipt is not available"

A travel expense receipt showing the name of someone other than the claimant may not be submitted for reimbursement on a Travel Voucher form without an adequate explanation and justification.

Definition of Official Expense Receipt -- the actual receipt prepared by a commercial establishment serving the public, i.e. the receipt prepared by an airline company, hotel, restaurant, car rental company, etc. The receipt is required to show date incurred, expense itemization, amount paid, etc

Reviewed by: Norma O'Bannon-Travel Coordinator – 11-01-07
Next review: 11-01-08