

**A. INVOICE NUMBERS ON INVOICE VOUCHERS**

10/11/06

**\*IF reference TAR, THEN see B Travel Procedures**

**\*IF NO INVOICE NUMBER THEN:**

**USE FOR:**                      **Examples (Note Use Upper/Lower Case):**

<u>Advance(Cash)</u>	ADVMJones092703	Date of Invoice
<u>Airfare (In-State)</u>	AIRMJones092703	Date of Service
<u>Awards</u>	AWDMJones092703	Date of Invoice
<u>Books</u>	BOOKMJones092703	Date of Service
<u>Directory</u>	DIRMJones092703	Date of Service
<u>Dues</u>	DUESMJones0903	Expiration Date (mo/yr)
<u>Fees (misc)</u>	FEEMJones 092703	Date of Service
<u>Ferrys</u>	FERRYMJones092703	Date of Service
<u>Field Trips</u>	FLDTRPMJones092703	Date of Service
<u>Food (Workshop)</u>	FOODMJones092703 OR	Date of Service
<u>Food Mtg, etc)</u>	FOODWorkshop,Mtg092703	Date of Service
<u>Grants</u>	GRNTMJones092703	Date of Service
<u>Honorariums</u>	HONMJones092703	Date of Service
<u>Hotel</u>	HOTLMJones092703	Date of Service
<u>Insurance</u>	INSRMJones092703	Date of Service
<u>Labor</u>	LABRMJones092703	Date of Service
<u>License</u>	LICMJones092703	Date of Service
<u>Limousine</u>	LIMOMJones092703	Date of Service
<u>Lodging</u>	LODGMJones092703	Date of Service
<u>Magazines</u>	MAGMJones092703	Date of Service
<u>Medical</u>	MEDMJones092703	Date of Service
<u>Memberships</u>	MEMBMJones092703	Date of Service
<u>Mileage</u>	MILEMJones092703	End Date
<u>Moving Exp</u>	MOVEXMJones092703	Date of Service
<u>Newspapers</u>	NEWSMJones092703	Date of Service
<u>Passports</u>	PASSMJones092703	Date of Service
<u>Permits</u>	PRMTMJones092703	Date of Service
<u>Postage</u>	POSTMJones092703	Date of Service
<u>Publication</u>	PUBMJones092703	Date of Service
<u>Registration(State)</u>	REGMJones091503	Beginning Date of Service
<u>Rentals</u>	RNTLMJones092703	Date of Service
<u>Reimbursement</u>	RMBMJones093003	End of Month
<u>Reprints</u>	REPMJones092703	Date of Service
<u>Scholarships</u>	SCHMJonesSPRING04	Semester Year
<u>Stipends</u>	STIPMJones092703	Date of Service
<u>Subscriptions</u>	SUBMJones092703	Expiration Date (mo/yr)
<u>Supplies</u>	SUPPMJones092703	Last Date of Service
<u>Telephone</u>	TEL (#) 092703	Date of Service
<u>Translation Services</u>	TRNLATMJones092703	Date of Service
<u>Workshops</u>	WRKSPMJones092703	Date of Service
<u>Visa</u>	VISAMJones092703	Invoice Date

**B. INVOICE NUMBERS ON TRAVEL VOUCHERS**

10/11/06

**\*If references TAR, THEN use TAR #**

<u>Advance</u>	ADVT00210(TAR#)	Beginning Date of Travel
<u>Lodge</u>	LODGT00210 (TAR#)	Beginning Date of Service
<u>Mileage</u>	MILE (name, date)	End Date of Travel
<u>Registration</u>	REG(TAR#)T00210	Beginning Date of Service
<u>Travel Expense Voucher</u>	TEV (TAR#)T00210	End Date of Travel