



University of Rhode Island Office of the Controller

TRAVEL EXPENSE VOUCHER (TEV) INSTRUCTIONS

The URI Travel Procedures can be found on the Controller’s webpage: <http://www.uri.edu/controller/>. The State of Rhode Island Travel Policy mandates that airfare, lodging and auto rentals be processed by Short’s Travel. If reservations are not processed through Short’s, justification must be included with your TEV. If cost is the justification, a written quote from Short’s **is required**. Short’s Travel website: www.shortstravel.com/uri 1-866-498-7436

If you have any questions, please contact:

Katie Duggan	874-4449	cduggan@mail.uri.edu	all funds except 110 and 500
Helene Bucka	874-4425	hbucka@uri.edu	funds 110- and 500 for Kingston only
Linda Lenz	874-6927	llenz@gso.uri.edu	all GSO funds
Short’s Travel	1-866-498-7436	www.shortstravel.com/uri	

DATE – date completing the TEV. This should be done within 10 business days of returning.

TAR No. – This is the original TAR number for the approved travel on the Travel Authorization Request.

FUND/DEPT/PROG/PROJ – Fund, department, program, project and account to be charged. This chartfield **MUST** be the same as on the TAR or an amended TAR must be submitted.

EMPL ID – Vendor ID from PeopleSoft

NAME – Name of traveler

HOME MAILING ADDRESS – traveler’s address

DEPT TELE. NO. – campus phone number

TITLE – campus title

DEPT./DIV. – campus department where traveler works

PURPOSE OF TRAVEL – name of conference, reason to attend, etc.

DATE & TIME OF DEPARTURE/ARRIVAL – beginning & ending dates of travel, time is relevant for meal allowance

AUTOMOBILE TRAVEL – all information must be completed if reporting mileage, parking or toll

OUT OF STATE TRAVEL

- Items prepaid by Short’s Travel need to be listed
- **ALL** expenses being reimbursed must be itemized **daily** using the appropriate column
- Per Diem – is for meals and miscellaneous which needs a separate line for each day
 - Meal and miscellaneous allowances for state personnel who are engaged in state approved travel are as follows: Breakfast \$4.00 Lunch \$6.00 Dinner \$14.00 Misc. \$5.00
- Cash advances received, if any
- Amount paid by Short’s Travel
- The total line should **only** include the amount to be reimbursed to you or due URI
- If the advance exceeds the expenses, please remit a check payable to URI with your TEV

REQUIRED SIGNATURES

- Traveler’s signature is required
- FUND 100 thru 400 – If TEV exceeds the original amount on the TAR, approval signatures are required by Vice President, Vice Provost or Dean
- FUND 401 – needs URI Foundation approval
- FUND 500 – If TEV exceeds the original amount on the TAR, Grants & Contract signature is required