# 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 CWT Donovan Travel (769-1720 Donna or Joe). If reservations are not processed through Donovan, justification must be included with your TEV. If cost is the justification, a written quote from Donovan **is required**.

If you have any questions, please contact:

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|---|---|---|---|
| Claire McCall | 874-4449 | cmccall@uri.edu | for all funds except 500 and all split funding |
| Helene Bucka | 874-4425 | hbucka@uri.edu | for fund 500 – Kingston |
| Linda Lenz | 874-6927 | llenz@uri.edu | for fund 500 – GSO |

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 CWT Donovan 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 CWT Donovan 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