**SOUTHERN CONNECTICUT STATE UNIVERSITY**
**EMPLOYEE VOUCHER - TRAVEL AND OTHER**
**FOR EXPENSES INCURRED IN THE SERVICE**
**OF THE STATE OF CONNECTICUT**
**CO-17XP REV. 7/1/18** (Electronic Version)

**Instructions**

| DOCUMENT DATE | DOCUMENT # | DOCUMENT AMOUNT $0.00 |
|---|---|---|
| PERIOD OF TRAVEL | TA # (IF APPLICABLE) | BANNER ID (*DO NOT ENTER SS#*) |
| PAYEE NAME AND ADDRESS | PAYEE'S STATUS – SELECT ONE (EX: FT FAC, PT FAC) | |

**REASON FOR EXPENDITURE**

| INDEX | ACCT | | | AMOUNT |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**EMPLOYEE EXPENDITURES**

| | TRAVEL | | TRAVEL BY AUTOMOBILE ☐ STATE VEHICLE ☑ PERS. VEHICLE | | | | CARRIER (AIR, RAIL, BUS) | REG | LODGING | MEALS | MISC. TELE INTERNET, OTHER |
|---|---|---|---|---|---|---|---|---|---|---|---|
| DATE | FROM | TO | MISC. EXP PARKING, TOLLS | AMT. | NO OF MILES | AMT AT 0.625 | AMT | AMT | AMT | AMT. | AMT. |
| | | | | | | $0.00 | | | | | |
| | | | | | | $0.00 | | | | | |
| | | | | | | $0.00 | | | | | |
| | | | | | | $0.00 | | | | | |
| | | | | | | $0.00 | | | | | |
| | | | | | | $0.00 | | | | | |
| ***SUBTOTALS*** | | | | $0.00 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| ***LESS: PREPAID BY SCSU/PCARD*** | | | | | | | | | | | |

| I CERTIFY THAT THE AMOUNT STATED HERE WAS GIVEN TO ME AS AN ADVANCE AGAINST THE AMOUNT OF TRAVEL AND OTHER EXPENSES SHOWN HEREIN AS DUE TO ME. | LESS: AMOUNT OF ADVANCE (IF APPLICABLE) | TOTAL PG 2 (IF APPLICABLE) | **GRAND TOTAL** $0.00 |
|---|---|---|---|

**PAYEE CERTIFICATION & APPROVALS**

I AFFIRM THE REIMBURSEMENT CLAIMS HEREWITH ARE JUST AND THE TRAVEL INDICATED WAS OFFICIALLY NECESSARY. I FURTHER AFFIRM THAT ALL APPLICABLE OBLIGATIONS INCURRED BY THE STATE ON MY BEHALF, SUCH AS FAMILY TRAVEL AND ASSOCIATED EXPENSES, HAVE BEEN REPAID, BY ME, IN FULL. I CERTIFY THAT THE SERVICES HAVE BEEN PERFORMED AND THE EXPENSES INCURRED AS STATED ABOVE.

| DATE | PAYEE'S SIGNATURE | |
|---|---|---|
| DATE APPROVED | AMOUNT APPROVED | SIGNATURE – ORG FIN MGR /EMPLOYEE SUPERVISOR |

ACCOUNTS PAYABLE USE ONLY

| INV# | PAY DATE: |
|---|---|
| CHECK # | CHECK DATE: |