

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

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| Chapter 6 | Fiscal Policies and Procedures | Effective: | May 2000 |
| Section 6.2 | Travel Policies and Procedures | Revised: | April 2009 |
| Policy 6.2.19 | Voucher Form and Account Section Usage | Responsibility: | Assistant Vice President for Business Affairs |

VOUCHER FORM AND ACCOUNT SECTION USAGE

Travel Voucher

A [Travel Voucher](#) should be completed in the following situations:

1. Reimbursement of travel expenses to University employees, students residents, or interns.
2. Reimbursement of travel expenses to fellows paid on University payroll.
3. Reimbursement of registration, workshop, and all other attendance fees to University employees, students, residents, or interns.
4. Reimbursement of travel expenses to prospective employees or other State of Texas employees.
5. Reimbursement of travel expenses for new University employees not yet on payroll who are traveling to San Antonio to attend meetings, to look for housing, and/or to set up office or lab.

Local/State Voucher

A [Local/State Voucher](#) should be completed in the following situations:

1. Prepayment of registration, workshop, other attendance, and abstract fee for University employees charging local or state funds.
2. Prepayment of room deposit for University employees charging local or state funds.
3. Reimbursement of travel expenses to official visitors other than prospective employees or employees of other State of Texas agencies charging local or state funds.
4. Reimbursement of travel expenses to fellows paid on stipend and not University payroll charging local or state funds.

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5. Travel advances for University employees, students, residents, and interns.
 6. Reimbursement of travel and household moving expenses for new University employees for final move to San Antonio of self and family.
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