HUMANITIES KANSAS
TRAVEL VOUCHER
(HK Grant Funded Projects)

Name of Payee

Destination

Departure Date & Time __________________ Return Date & Time __________________

ITEMIZED ACTUAL EXPENDITURES

1. HONORARIUM (as established by the HK grant award) $________

2. TRANSPORTATION
   Private Car – Round Trip Miles ____________ x $.50 (do not round off) $________
   Fare (for other than private transportation). Reimbursement for public transportation is on basis of lowest rate available. Attach receipts.
   Car Rental (permitted only when no other private/public transportation is available.) Attach receipts.

3. MISCELLANEOUS
   Itemize tolls, lodging
   Attach itemized receipts for all expenses.

   ____________________________________________________________________________ $________
   ____________________________________________________________________________ $________

<table>
<thead>
<tr>
<th>TRAVEL</th>
<th>MEAL REIMBURSEMENT</th>
<th>LODGING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day travel</td>
<td>Up to $15 total</td>
<td>$0</td>
</tr>
<tr>
<td>Overnight</td>
<td>Up to $35 total</td>
<td>Up to $100 plus taxes</td>
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</tbody>
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4. MEALS
   If travel is a day trip, with no approved overnight, maximum meal reimbursement is $15.
   If travel involves an approved overnight, maximum meal reimbursement is $35. Itemized receipts required.

<table>
<thead>
<tr>
<th>Date</th>
<th>Meals Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$__________</td>
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<td>$__________</td>
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<td>$__________</td>
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</tbody>
</table>

TOTAL AMOUNT TO BE REIMBURSED $__________

Date ___________ PAYEE SIGNATURE ____________________________ Date ___________

Approved by __________ Date __________

HK TRAVEL POLICY: Reimbursement is for actual travel expense with an itemized receipt, and will not exceed stated HK guidelines. HK funds cannot be used for entertainment or alcoholic beverages.

REMEMBER TO INCLUDE ITEMIZED RECEIPTS