

Grant # _____

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.

_____ \$ _____

_____ \$ _____

<u>TRAVEL</u>	<u>MEAL REIMBURSEMENT</u>	<u>LODGING</u>
Day travel	Up to \$15 total	\$0
Overnight	Up to \$35 total	Up to \$100 plus taxes

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.

<u>Date</u>	<u>Meals Total</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL AMOUNT TO BE REIMBURSED \$ _____

Date _____ PAYEE SIGNATURE _____

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