

MASSACHUSETTS INSTITUTE OF TECHNOLOGY  
LINGUISTICS AND PHILOSOPHY DEPARTMENT  
TRAVEL EXPENSE VOUCHER

C/O \_\_\_\_\_ \$ \_\_\_\_\_  
C/O \_\_\_\_\_ \$ \_\_\_\_\_  
C/O \_\_\_\_\_ \$ \_\_\_\_\_  
C/O \_\_\_\_\_ \$ \_\_\_\_\_

ACCTG. VOUCHER NO. \_\_\_\_\_

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_ EMPLOYEE ☐ STUDENT ☐  
ADDRESS \_\_\_\_\_  
DATE TRIP STARTED \_\_\_\_\_ TIME \_\_\_\_\_ DATE TRIP ENDED \_\_\_\_\_ TIME \_\_\_\_\_  
PURPOSE OF TRIP \_\_\_\_\_

| TRANSPORTATION  |      |   |       |                                  | AMOUNT |
|---|------|---|-------|----------------------------------|--------|
| DATE  | FROM | TO  | Class | MODE                             |        |
|   |      |   |       |                                  | \$     |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
| PRIVATELY OWNED AUTOMOBILE  |      | MILES @   |       | PER MILE                         |        |
| TOLL CHARGES  |      |   |       |                                  |        |
| TAXI, BUS, ETC  |      |   |       |                                  | \$     |
| DATE  | FROM | TO  | MODE  |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
| HOTEL   |      |   |       |                                  |        |
| NUMBER OF NIGHTS  |      |   |       |                                  |        |
| BUSINESS MEETING  |      |   |       |                                  |        |
| ALCOHOL   |      |   |       |                                  |        |
| NUMBER OF MEALS   |      |   |       |                                  |        |
| PER DIEM ALLOWANCE FOR FOREIGN TRAVEL ONLY OR PRE APPROVED DOMESTIC TRAVEL: |      |   |       |                                  |        |
| (IN LIEU OF HOTEL AND MEAL CHARGES) DAYS @ PER DAY                          |      |   |       |                                  |        |
| OTHER EXPENSES (ITEMIZE)  |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       |                                  |        |
| PLEASE ATTACH TICKET STUBS AND HOTEL BILLS                                  |      | TRAVELER'S EXPENSE  |       | \$                               | \$     |
|   |      | LESS ADVANCES: (Cash, Registrations, Deposits, Furn. Tickets) |       | \$                               |        |
|   |      | NET DUE: M.I.T.   |       | \$                               |        |
|   |      | NET DUE: TRAVELER   |       | \$                               |        |
| SIGNATURE OF TRAVELER   |      | DATE  |       | NET DUE: 3RD PARTY (HOTEL, ETC.) |        |
|   |      |   |       |                                  |        |
| AUTHORIZED SIGNER ON THE ROLES DATA BASE SYSTEM                             |      | DATE  |       |                                  |        |
|   |      |   |       |                                  |        |
|   |      |   |       | TOTAL COST OF TRIP               |        |
|   |      |   |       | \$                               |        |