Section 05.03

RETURNED TRAVEL

Every travel voucher that is submitted to the Accounts Payable Department Travel Section is audited for adherence to State of Texas, System, and TAMUCC travel rules and regulations. In the event that a travel voucher is incorrect or is lacking information, the Travel Section may return the travel voucher to the traveler or preparer (if indicated on the travel voucher) for necessary corrections. Every travel voucher that is returned will have a coversheet to indicate the items requiring attention. An example of the form follows.
Travel Coordinator

USC 127-A, Unit 5729

Date:
To:
RE:

Your travel voucher is being returned for the following reason(s):

Page 1 of Voucher:
____(2) Agency Number is missing and/or incorrect
____(3) Agency Name is missing and/or incorrect
____(4) E Document Number is missing
____(5) Effective Date is missing and/or incorrect
____(6) First date of travel is missing and/or incorrect
____(7) DOC agency # is missing and/or incorrect
____(8) FY is missing or incorrect
____(9) Document amount is missing
____(10) Address is missing
____(11) Title is missing
____(12) Designated headquarters is missing
____(13) TX ID # missing (last 4 digits of SSN)
____(14) Certification missing
____(15) FAMIS Obj Code missing and/or incorrect FOREIGN TRAVEL 3310
____(15) State Obj Code missing and/or incorrect FOREIGN TRAVEL 7121
____(15) Amount missing and/or incorrect
____(16) Last date of travel missing and/or incorrect
____(17) Description missing
____(18) In State travel information missing and/or incorrect
____(18) Out of State travel information missing and/or incorrect
____(18) Total does not match block 15 total
____(19) Claimant Signature and/or date missing
____(19) Supervisor signature and/or date missing
____(20) Contact Name and Phone # missing
____(21) Agency Use missing

Comments:
Please make appropriate corrections, initial changes and return this cover sheet with voucher for further processing. Thanks! Travel Coordinator ext. 2749

Page 2 of Voucher:

In State Meals and Lodging
____(a) date(s) of departure missing and/or incorrect
____(a) time(s) of departure missing and/or incorrect
____(b) date(s) of arrival missing and/or incorrect
____(b) time(s) of arrival missing and/or incorrect
(c) meals non-overnight missing and/or incorrect
(d) Meals not to exceed $36 missing and/or incorrect
(e) Lodging not to exceed $85 missing and/or incorrect
(f) Total missing and/or incorrect
(g) Actual meals missing and/or incorrect
(h) Actual lodging missing and/or incorrect
(i) Actual Total missing and/or incorrect
(j) Total meals non overnight missing and/or incorrect
(k) Total meals & lodging missing and/or incorrect
(l) Total Actual expense missing and/or incorrect

Out of State Meals and Lodging
(m) date(s) of departure missing and/or incorrect
(n) time(s) of departure missing and/or incorrect
(o) date(s) of arrival missing and/or incorrect
(p) time(s) of arrival missing and/or incorrect
(q) Meals non-overnight not to exceed $36 missing and/or incorrect
(r) Meals not to exceed Maximum Rate missing and/or incorrect
(s) Lodging not to exceed Maximum Rate missing and/or incorrect
(t) Actual Expense Meals missing and/or incorrect
(u) Actual Lodging missing and/or incorrect
(v) Total missing and/or incorrect
(w) Total meals non overnight missing and/or incorrect
(x) Total Meals & Lodging missing and/or incorrect
(y) Date(s) of travel missing and/or incorrect
(z) Description of travel missing
(aa) Purpose of travel missing
(bb) Benefit of travel missing
(cc) Approved OTR missing

Other: