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| <ul style="list-style-type: none"> If the vendor accepts credit cards, please utilize the Travel card instead of this form. Please use KFS Disbursement Voucher REG for registration fees to events, conferences or online classes, instead of this form. | | |
| [* = Required] Additional instructions are on the following page. This form should be attached to the KFS Disbursement Voucher (TEV) document as proof of the traveler's certification and department head approval. | | |
| *Vendor Name & Address: | | *Business Purpose: |
| | | |
| | | |
| *Destination(s): | | |
| *Expense Date | *Expense Description | *Amount |
| | | |
| Departmental Accounting Information: | | |
| Chart: | Account: | Sub-account: |
| | | |
| | Object: | Sub-Object: |
| | | Project: |
| Other Related Expenses: Enter "None" if there are no related expenses | | |
| *KFS Document #: | | |
| *AggieTravel RK #: | | |
| COMMENTS: | | |
| I CERTIFY THAT THE ABOVE IS A TRUE STATEMENT, THAT THE EXPENSES CLAIMED WERE INCURRED BY ME ON OFFICIAL UNIVERSITY BUSINESS ON THE DATES SHOWN, AND THAT I HAVE ATTACHED ORIGINAL RECEIPTS FOR EACH EXPENSE OF \$75 OR MORE, AS REQUIRED BY UNIVERSITY POLICY. | | |
| Traveler Signature: | | Date: |
| Printed Name: | | Dept: |
| Department Head Authorization: Enter "See KFS" in lieu of a signature if you are attaining department approval through KFS document routing. | | |
| *Signature: | | *Date: |
| *Printed Name: | | *Dept: |
| *Title: | | |
| Form prepared by: | | |
| *Name: | | *Email: |