

An electronic VER is available, see the Online Voucher in the NUPortal	Department:	Request #:
	Dept Code:	
	Request Date:	Voucher #:
	Dept. Contact:	
	Phone:	Visitor
	Email:	Vendor Code:

VISITOR: Please Complete this Section		Original receipts must be submitted for all claimed expenses			
Visitor Name:		Business Purpose:			
Address:					
City, State ZIP:					
Phone:					
Date(s) of Travel or Expense From: To:					
Expense Item	Description, Documentation Requirements	Explanation of Expense		Amount	
Air	Coach rate; attach original passenger receipt				
Rail	Attach original passenger receipt				
Ground Transportation	Taxi, etc., attach original receipts and include tip				
Automobile	Enter Mileage incurred between 1/1/2024 and 12/31/2024: Enter Mileage incurred on or after 1/1/2025:	@ 0.670 per mile:	Parking Total:	Tolls Total:	
Other Transport	Rental car, etc.	@ 0.700 per mile:			