

COLLEGE OF EDUCATION

WILLIAM PATERSON UNIVERSITY

TRAVEL EXPENSE VOUCHER

Where to find it and procedures:

- WP Connect (www.WPUNJ.edu)
Must use your username and password
- Click on Employee Tab
- Click on Finance in the table to the left.
- Click on the Travel Management System on the right
- Click on Select Action
- Scroll down to Classic/Prior Version Travel Voucher
- Type your Banner #, Name and Address,
- Start inputting; all entries need to be in date order.
- Descriptions should include the name of the district that you are visiting;
Example: H-Wayne-H (H = Home)
- Type the total round trip mileage that is detailed on the Travel Support Documentation provided to you via mail and the system will automatically calculate the amount.
- Print two copies when complete. Sign one and send it to OFE and keep the other for your records. Make sure to include the Travel Support Documents with the completed voucher.
- Please note that you cannot save this document. Complete the form and print.

Travel to and from observation visit are paid. As an employee of the WP, travel to the University for meetings and orientations is not reimbursed.

Please do not hesitate to contact ext. 2108 or grossop@wpunj.edu should you have any other questions.

