

COMMON MISTAKES

- 1) Failure to enter traveler's name, home address, banner id number, current job title, and/or **correct banner index** on the travel voucher.
- 2) Failure to have **proper authorization** on the travel voucher. (See page 2 – Delegation of Travel Authorization)
- 3) Failure to complete **section "Y"** on the back (or 2nd) page of the travel voucher. This section of the voucher be completed with of the trip. ***No Abbreviations.***
- 4) Failure to enter the **time of departure** from headquarters and the **time of arrival** back to headquarters on the travel voucher, including non-overnight travel.
- 5) Erroneously including the **hotel tax with the lodging room rate**. The hotel tax must be

