

THE UNIVERSITY OF KANSAS
LAWRENCE

BUSINESS OFFICE

KARL KLOOZ, BURSAR

May 9th, 1940

TO THE DEPARTMENT HEAD ADDRESSED:

Enclosed are samples of the new travel-general expense voucher, privately-owned car mileage voucher, state-owned car mileage voucher, and expense receipts.

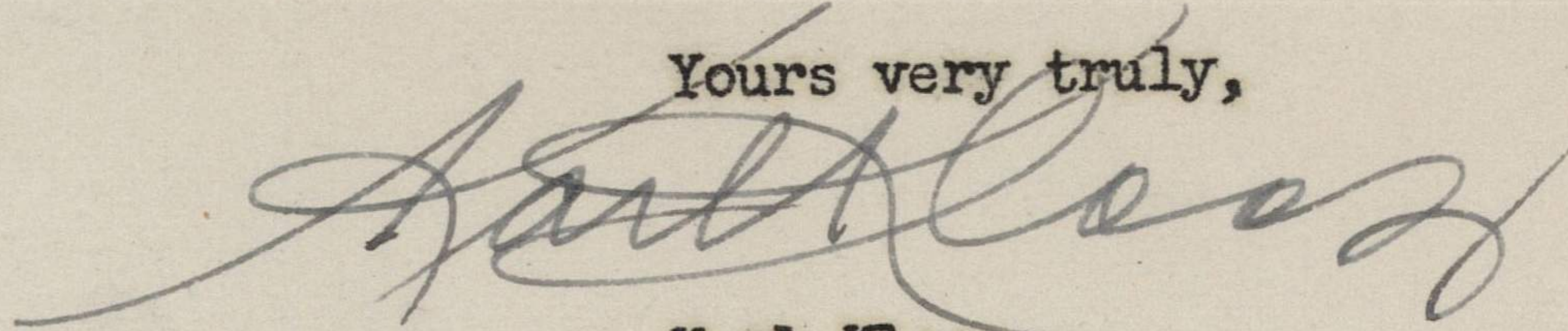
In general, the instructions on the back of these vouchers are to be followed, with the exception of the number of copies required. In addition to the triplicate copies of each required, it is requested that a fourth copy be made on voucher, Form B 2-a, (sample enclosed) and all four copies sent direct to this office on or before the 17th of each month for payment with that month's business.

It is necessary to secure receipts for all non-subsistence expenditures and for non-subsistence and subsistence expenditures for all out of state travel. Receipts for subsistence expenditures for travel within the state are not required.

A supply of these vouchers is now on hand and can be secured at the Business Office so that all vouchers presented for payment after the 17th of this month will be prepared and presented for payment on the new forms.

Thanking you for your cooperation in this matter, I am

Yours very truly,



Karl Klooz
Bursar

KK:JMT
Encs.