

# HONORARIUM OR EXPENSE VOUCHER

## Iowa State University

Social Security No. \_\_\_\_\_

(Please enter only if service is taxable.)

(click choice)

- Employee       Not ISU Employee  
 Non-Resident Alien

**Type of Payment** (click on box of choice)

- \*\*  Honorarium  
 \*  General Expense  
 \*  Interview Expense  
 \*  Moving Expense  
 Scholarship  
 \*\*  Stipend  
 \* **RECEIPTS REQUIRED!!**  
 \*\* **Independent Personal Services Form (REQUIRED)**

Pay to:  
Campus  
Address  
(if any)

Phil O'Dendron  
123 Vine Street  
Nevada, IA 50201

**REQUIRED:**

**Business Purpose:** Explain why item/service is being purchased and how/where it will be used.

**Non-employee travel expenses to attend the House Plant Appreciation Society Conference in Omaha, NE.**

**Mr. O'Dendron is collaborating with ISU researchers on a related project.**

Itemization	Date(s)	Location(s)	Amount
Mileage from Ames to Omaha (175 x \$.55)	8/1/2009		96.25
Lodging	8/1/2009	Omaha	95.00
Breakfast	8/1/2009	Omaha	6.00
Lodging	8/2/2009	Omaha	95.00
Breakfast	8/2/2009	Omaha	8.00
Dinner	8/2/2009	Omaha	17.00
Mileage from Omaha to Ames (175 x \$.55)	8/3/2009		96.25
<b>TOTAL</b>			<b>413.50</b>

Initiated by	Date	Approved by Dean	Date	
(Signature of the preparer)				
Approved by Department Head	Date	For Business Office Use Only  IRS 1099 Indicator Extensions & Footings Checked Found OK  Audit Clerk Voucher Total Check No.		
(Signature of department chair)				
Fund Acct	Sec-Proj		Class	Amount
701 0157			241-80	413.50
207 0033			914-00	(400.00)
		<b>TOTAL</b>	<b>\$13.50</b>	
			13.50	

**Forward the original and one photocopy to the Accounting Office, 3606 ASB.**

**Accounting Copy**

**Remittance Copy**