There is a travel voucher correction request form to move travel expenses that paid from an incorrect fund.

For example, if you completed the voucher on a fund and after it paid you were told it should have been charged to a different fund then you can use the correction request form to move those charges.

NOTE: This is NOT the form to use if dealing with grant funds. Grant funds have a separate form to use when changing funds for expenses.

If the fund number is monitored by the business office please send that person a copy for the records.

Have a great day,
Tina Burch
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202B LSE
43701