

**From:** [Burch, Tina](#)  
**Subject:** Travel: "Did you know....."  
**Date:** Tuesday, August 13, 2019 11:14:00 AM  
**Attachments:** [travcorr \(1\).xls](#)

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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