A. INVOICE NUMBERS ON INVOICE VOUCHERS

*IF reference TAR, THEN see B Travel Procedures
*IF NO INVOICE NUMBER THEN:

USE FOR:  Examples (Note Use Upper/Lower Case):

Advance (Cash)  ADVMJones092703  Date of Invoice
Airfare (In-State)  AIRMJones092703  Date of Service
Awards  AWDMJones092703  Date of Invoice
Books  BOOKMJones092703  Date of Service
Directory  DIRMJones092703  Date of Service
Dues  DUESMJones0903  Expiration Date (mo/yr)
Fees (misc)  FEEMJones 092703  Date of Service
Ferrys  FERRYMJones092703  Date of Service
Field Trips  FLDTRPMJones092703  Date of Service
Food (Workshop)  FOODMJones092703 OR  Date of Service
Food Mtg, etc)  FOODWorkshop,Mtg092703  Date of Service
Grants  GRNTMJones092703  Date of Service
Honorariums  HONMJones092703  Date of Service
Hotel  HOTLMJones092703  Date of Service
Insurance  INSRMJones092703  Date of Service
Labor  LABRMJones092703  Date of Service
License  LICMJones092703  Date of Service
Limousine  LIMOMJones092703  Date of Service
Lodging  LODGMJones092703  Date of Service
Magazines  MAGMJones092703  Date of Service
Medical  MEDMJones092703  Date of Service
Memberships  MEMBMJones092703  Date of Service
Mileage  MILEMJones092703  End Date
Moving Exp  MOVEXMJones092703  Date of Service
Newspapers  NEWSMJones092703  Date of Service
Passports  PASSMJones092703  Date of Service
Permits  PRMTMJones092703  Date of Service
Postage  POSTMJones092703  Date of Service
Publication  PUBMJones092703  Date of Service
Registration(State)  REGMJones091503  Beginning Date of Service
Rentals  RNTLMJones092703  Date of Service
Reimbursement  RMBMJones093003  End of Month
Reprints  REPJMJones092703  Date of Service
Scholarships  SCHMJonesSPRING04  Semester Year
Stipends  STIPMJones092703  Date of Service
Subscriptions  SUBMJones092703  Expiration Date (mo/yr)
Supplies  SUPPMJones092703  Last Date of Service
Telephone  TEL (#) 092703  Date of Service
Translation Services  TRNLATMJones092703  Date of Service
Workshops  WRKSPMJones092703  Date of Service
Visa  VISAMJones092703  Invoice Date
**B. INVOICE NUMBERS ON TRAVEL VOUCHERS**

10/11/06

*If references TAR, THEN use TAR #

<table>
<thead>
<tr>
<th>Category</th>
<th>Reference Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance</td>
<td>ADVT00210(TAR#)</td>
<td>Beginning Date of Travel</td>
</tr>
<tr>
<td>Lodge</td>
<td>LODGT00210 (TAR#)</td>
<td>Beginning Date of Service</td>
</tr>
<tr>
<td>Mileage</td>
<td>MILE (name, date)</td>
<td>End Date of Travel</td>
</tr>
<tr>
<td>Registration</td>
<td>REG(TAR#)T00210</td>
<td>Beginning Date of Service</td>
</tr>
<tr>
<td>Travel Expense Voucher</td>
<td>TEV (TAR#)T00210</td>
<td>End Date of Travel</td>
</tr>
</tbody>
</table>