

Expense Reimbursement Voucher

Name _____ Department _____

For Period Beginning _____ Ending _____

Date	Destination	From:	To	Mileage	Rate x Miles	Car Rental	Parking	Tolls	Air Fare	Rail Fare	Carfare & Bus	Limousine/Taxi	Tips	Room Charge	Hotel Tips	Postage	Telephone/Telegrams	Laundry	Other, Attach Statement	Subtotal	Meals on travel status	Meals w/ bus. discussion*	Other bus. entertainment*	Subtotal	Meals w/ no bus. discussion	Total	Less Amount Advanced	Balance Due
Purpose of Business Trip:																												
Transportation																												
Hotel																												
Misc.																												
Entertainment																												
Meals and																												
Total																												
I certify these travel expenses were incurred by me in the transaction of authorized company business																												
Signature _____																												

*(explain on reverse side)