

### Travel Expense Voucher

Name \_\_\_\_\_

Department \_\_\_\_\_

For Period Beginning \_\_\_\_\_

Ending \_\_\_\_\_

Date		Destination	From	To	Purpose of Business Trip:										Total																		
Date		From	To		Mileage	Rate X Miles	Car Rental	Parking	Tolls	Air Fare	Rail Fare	Carfare & Bus	Limousine/Taxi	Tips	Room Charge	Hotel Tips	Breakfast	Personal Meals	Lunch	Dinner	Business Meals (explain on reverse)	Breakfast	Lunch	Dinner	Postage	Telephone/Telegrams	Laundry	Other, Attach Statement	Total	Less Amount Advanced	Balance Due		

I certify these travel expenses were incurred by me in the transaction of authorized company business

Signature \_\_\_\_\_

Less Amount  
Advanced

Balance Due