

**TRAVEL EXPENSE VOUCHER**

NAME					PHONE			DATE	
MAIL CHECK TO									
PURPOSE OF TRAVEL <i>(Be specific, include person and/or organization visited and reason for visit or meeting attended)</i>									
FOR HQ USE ACCOUNT TO BE CHARTED			DESCRIPTION				ACCOUNT NO.		
ITINERARY									
ITEM NO	DESCRIPTION OF ITEM	FROM	FROM	FROM	FROM	FROM	FROM	FROM	
		TO	TO	TO	TO	TO	TO	TO	
		DATE	DATE	DATE	DATE	DATE	DATE	DATE	
1A	PERSONAL VEHICLE MILEAGE (BY DAY)								
1B	PERSONAL VEHICLE (MILES X \$0.545)								
2	FARE* AIR/RAIL								
3	VEHICLE RENTAL*								
4	PARKING-TOLLS								
5	CAB FARES								
6	LODGING*								
7	MEALS								
8	TELEPHONE								
9	MISC. ITEMS								
<b>TOTALS</b> ➔									
REMARKS (Include item no.)									
I certify that the above charges, incurred by me, are correct and proper.					AMOUNTS TO BE ACCOUNTED FOR				
					CASH ADVANCE (+)	_____	Check Applicable Box		
					TOTAL EXPENSES (-)	_____	☑ DUE AAPM		
					BALANCE (+ OR -)	_____	☑ DUE CLAIMANT		
CLAIMANT'S SIGNATURE _____					DATE _____				
APPROVED BY _____					DATE _____				

\*ATTACH RECEIPTS (Receipts are required for expenses over \$25)