

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										
TOTALS ➔											
REMARKS <i>(Include item no.)</i>											
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)