



## TRAVEL/EXPENSE VOUCHER

Name: \_\_\_\_\_

Date: \_\_\_\_\_

(Please attach receipts to this form)

Date	Travel		Purpose	# miles	\$ mileage @ \$.40	Equip	Supplies	Motel	Meals* per diem	Other \$\$\$	Daily Total
	From	To									
					\$0.00						\$0.00
					\$0.00						\$0.00
<b>TOTALS</b>				0	\$0.00	0.00	0.00	0.00	0.00	0.00	\$0.00

\*Meals PerDiem Rules: NO MEAL ALLOWANCE UNLESS OVERNIGHT STAY IS REQUIRED!  
 To claim breakfast per diem you must leave before 8:00 AM or arrive back after 8:00 AM  
 To claim noon lunch per diem you must leave before 12:00 PM or arrive back after 1:00 PM  
 To claim the evening meal per diem you must leave before 6:00 PM or arrive back after 7:00 PM

**TOTAL DUE:                      \$0.00**

**Please provide the following information to ensure accurate dispersement of funds:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I certify under penalty of purgery that the invoice and items included for payment are correct in all respects unless noted.

\_\_\_\_\_  
**SIGNATURE**

