

EXPENSE VOUCHER

THIS VOUCHER IS FOR:

EXPENSES IN CONNECTION WITH ATTENDANCE AT _____ (Location)

HELD ON _____ (Date(s) of Meeting)

OTHER: (Describe Reason for Incurring Expenses) _____

MY DATE OF DEPARTURE _____ MY DATE OF RETURN _____

EXPENSES

TRANSPORTATION EXPENSES:

Airfare, Train, Bus _____ \$ _____

Rental Car Expense _____ \$ _____

DAILY EXPENSES:

DAILY EXPENSES (FROM REVERSE SIDE OF VOUCHER) _____ \$ _____

MEETING REGISTRATION FEE:

MEETING REGISTRATION FEE EXPENSE (ATTACH RECEIPT) _____ \$ _____

SETTLEMENT

TOTAL EXPENSES WHICH I INCURRED \$ _____

LESS THE AMOUNT I RECEIVED AS AN ADVANCE (IF ANY) \$ _____

EQUALS \$ _____

REFUND WHICH I OWE . MY CHECK IS ATTACHED \$ _____

OR

AMOUNT OWING ME , I REQUEST REIMBURSEMENT \$ _____

I HEREBY CERTIFY THAT THE EXPENSES DETAILED ON THIS VOUCHER ARE THE PROPER AND ACTUAL EXPENSES WHICH I INCURRED IN CONNECTION WITH THE ACTIVITY NOTED ABOVE.

DATED THIS _____ DAY OF _____, 20 ____.

(Signature)

(Address and City)

