

APPROVED BY

TRAVEL EXPENSE VOUCHER

RETURN DATE PURPOSE AIR TRAVEL: ATTACH RECEIPT OR COPY OF AIRLINE TICKET \$ TAXI FARE: TO AND FROM AIRPORT TERMINAL \$ AUTO EXPENSE: NUMBER OF MILES @ \$0.545 PER MILE \$ PER DIEM: MEALS & INCIDENTALS 1ST & LAST DAY: @ \$ X2 = \$ FULL DAYS: @ \$ X DAYS \$ LODGING DAYS: ATTACH HOTEL/MOTEL RECEIPTS \$ TOTAL EXPENSES \$ LESS ADVANCES \$ NET AMOUNT DUE \$ This is to certify that this expense voucher submitted by the undersigned to Department Headquarters at thereafter reimbursed by Department Headquarters to the undersigned (or in the case of cash advanaccounted for) was not reimbursed by anyone else, and it was, in my judgment, expended solely a accounted for)	NAME					
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