

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 \$0.655)									
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)