TRAVEL VOUCHER

								*ATTACH RECEIPTS			Mileage				
Date	Traveler Name	Purpose	From	To	Departure	Return	Meal Per Diem	Actual Meals*	Lodging*	Other Expenses*	Point to Point	Vicinity	Mileage Rate	Total Mileage Costs	Total Per Day
EXAMPLE:															
11/20/2005	Smith (e.g.)	Conference	Pullman, WA	Spokane, WA	8:00 AM		$ 44.00		$ 53.52		80	5	$ 0.445	$ 37.83	$ 135.35
11/21/2005				Spokane, WA			$ 44.00		$ 53.52			5	$ 0.445	$ 2.23	$ 99.75
11/22/2005			Spokane, WA	Pullman, WA		6:00 PM	$ 10.00				80		$ 0.445	$ 35.60	$ 45.60
														$ -	$ -
														$ -	$ -
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														$ -	$ -
														$ -	$ -
													TOTAL TRAVEL EXPENSES		$ -
								Total Travel Expenses should equal the Total Travel Requested for Reimbursement on Invoice							