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:															
11/20/2018	Smith (e.g.)	Conference	Pullman, WA	Spokane, WA	8:00 AM		$ 64.00		$ 102.00		80	5	$ 0.545	$ 46.33	$ 212.33
11/21/2018				Spokane, WA			$ 64.00		$ 102.00			5	$ 0.545	$ 2.73	$ 168.73
11/22/2018			Spokane, WA	Pullman, WA		6:00 PM	$ 51.00				80		$ 0.545	$ 43.60	$ 94.60
														$ -	$ -
														$ -	$ -
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														$ -	$ -
														$ -	$ -
												TOTAL TRAVEL EXPENSES			$ -
								Total Travel Expenses should equal the Total Travel Requested for Reimbursement on Invoice							