



Name: _____

Today's Date _____

Note: Can Be used for several functions.

Note: For reimbursement of expenses all original receipts must accompany this expense voucher.

All original receipts include the following: lodging, airline tickets, airport parking, parking fees, storage, supplies, vehicle rental receipt, and registration fees.

(1) VEHICLE INFORMATION

Month/Day	Function	From	To	Miles	Rate	Amount
					\$.67 / mile	
					\$.67 / mile	
					\$.67 / mile	
					#1 Total	0.00

Comments:

[illegible]

PLEASE ATTACH YOUR RECEIPTS
TO COMPLETED FORM!

Meals: Actual expense of meals may not exceed the maximum of \$20.00 in-state and \$25.00 out-of-state.

Address:

Signature:

(2) MISCELLANEOUS EXPENDITURES

Date	Function	Item	Amount
		Lodging	
		Lodging	
		Airfare	
		Airfare	
		Meals	
		Meals	
		Meals	
		Taxi	
		Parking	
		Registration	
		Phone	
		Other	
		#2 Total	0.00

(3) EXECUTIVE BOARD PER DIEM

No. of Days	Function	Rate	Amount
		\$100 / day	
		\$100 / day	
	Virtual Per Diem	\$50 / day	
		#3 Total	0.00

(Add Sections 1-2-3)

TOTAL REIMBURSEMENT \$

0.00