

EXPENSE VOUCHER

EMPLOYEE NUMBER \_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_

STAFF TRAVEL 8500

\$ AMOUNT	PROGRAM	TOTAL MILEAGE	DATE	REASON	AUTHORIZED

OTHER EXPENSES

\$ AMOUNT	PROGRAM	ACCOUNT	DATE	REASON	AUTHORIZED

TOTAL EXPENSES \_\_\_\_\_

APPROVED FOR PAYMENT

STAFF SIGNATURE \_\_\_\_\_