

EXPENSE VOUCHER

(Please Print) :--

NAME: _____ **ADDRESS:** _____

TRAVEL: (*0.52 cents per KILOMETRE)

<u>Date:</u>	<u>Particulars:</u>	<u>Amount:</u>
_____	*	\$ _____
_____	*	\$ _____
_____	*	\$ _____
_____	*	\$ _____
_____	*	\$ _____
		SUB TOTAL: \$ _____

PER DIEM:

_____ DAYS (\$ 85.00) \$ _____
_____ Breakfast (\$17.00) _____ Lunch (\$25.50) _____ Dinner (\$42.50) \$ _____

HOTEL: - ***(Receipts Required)*** -- (Please Include Taxes)

_____ NIGHTS @ \$ _____ per night = \$ _____

MISCELLANEOUS: -- ***(Parking, Ferry, Meals, Taxi, Telephone, etc.)***

(Receipts Required)

<u>Date:</u>	<u>Items:</u>	<u>Amount:</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
		SUB TOTAL: \$ _____

DATED: _____

SIGNATURE: _____

TOTAL EXPENSES: \$ _____

AUTHORIZED: _____

(DATE PAID)

APPROVED: _____

(VOUCHER NUMBER)