

# EXPENSE VOUCHER

EXPENSE ALLOCATION \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_

**TRAVEL** (0.58/KM)

Date	Particulars	Amount

**PER DIEM**

\_\_\_\_\_ Days (\$85.00) \$ \_\_\_\_\_

\_\_\_\_\_ Breakfast (\$17.00) \_\_\_\_\_ Lunch (\$25.50) \_\_\_\_\_ Dinner (\$42.50) \$ \_\_\_\_\_

**Hotel** *Receipts Required*

Hotel Name \_\_\_\_\_ Nights \_\_\_\_\_ @ \$ \_\_\_\_\_ per night \$ \_\_\_\_\_

**Miscellaneous** *Parking, Ferry, Meals, Taxi, etc – Receipts Required*

Date	Items	Amount

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Total Expenses** \$ \_\_\_\_\_

**Authorized** \_\_\_\_\_

\_\_\_\_\_

Date Paid

**Approved** \_\_\_\_\_

\_\_\_\_\_

Voucher Number