



**EXPENSE REIMBURSEMENT VOUCHER**



**Employee Name:** \_\_\_\_\_

Date(s) of Trip									Totals
Job Number									
Phase									
Travel Expenses:									
	Hotel								\$0.00
	Meals								\$0.00
	Gas								\$0.00
	Car Rental								\$0.00
	Parking/Tolls								\$0.00
	Office Supplies								\$0.00
	Materials								\$0.00
	Other(Please Explain Below)								\$0.00
	Auto Parts/Maint.								\$0.00
	Equipment Maint.								\$0.00
	Fuel								\$0.00
Mileage	Miles	Rate							\$0.00
		\$ 0.655							\$0.00
<b>Totals</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

I certify that these travel expenses were incurred by me in the transaction of authorized company business

\_\_\_\_\_ **Approval Signature:** \_\_\_\_\_

**Balance Due:** \_\_\_\_\_

<b>\$0.00</b>
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**Explanation:** \_\_\_\_\_