



## 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
			\$0.725						
Totals			\$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: _____									
\$0.00									

Explanation: \_\_\_\_\_