

MONTH: \_\_\_\_\_



310 SW 16<sup>th</sup> St • Chehalis, WA 98532

**EMPLOYEE TRAVEL EXPENSE VOUCHER**

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

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Building: \_\_\_\_\_

**ALL ORIGINAL, ITEMIZED RECEIPTS MUST BE INDIVIDUALLY TAPED (NOT STAPLED) TO A SEPARATE SHEET\* ATTACHED TO THIS FORM**  
*\*add sheets as necessary*

	AMOUNT
MEALS: <b>(ORIGINAL, ITEMIZED RECEIPTS REQUIRED)</b> <i>Minimal reimbursement will be applied if ORIGINAL, ITEMIZED receipt NOT included: Breakfast \$8; Lunch: \$10; Dinner \$18.</i>	\$
HOTEL	\$
MILEAGE: # of miles _____ @ \$0._____/per mile	\$
OTHER TRANSPORTATION	\$
<b>Business Purpose:</b>	
<b>TOTAL=</b>	<b>\$</b>

*I, the undersigned, do hereby certify under penalty of perjury that the materials furnished, services rendered or expense incurred is a true and correct expense; that the claim is just and due; and that I am authorized to purchase the items listed above.*  
***I understand that my reimbursement will be deposited into the bank account on file for payroll. If alternate account is preferred, complete and attach ACCOUNTS PAYABLE DEPOSIT FORM. Future reimbursements will be deposited into the account listed on this form.***

Signature: \_\_\_\_\_ date: \_\_\_\_\_

Administrator approved signature: \_\_\_\_\_ date: \_\_\_\_\_

<small>Office Use ONLY</small> ACCOUNT CODE	<small>Office Use ONLY</small> AMOUNT
<b>TOTAL=</b>	

**=TOTALS MUST MATCH**

*I prefer to have my reimbursement deposited to an alternate account. A/P Deposit Form attached.* \_\_\_\_\_ (Initials)

DATE	MEALS (ORIGINAL, ITEMIZED RECEIPTS REQUIRED)			Hotel Room	MILES	DESTINATION	PURPOSE FOR TRIP
	BREAKFAST	LUNCH	DINNER				
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
<b>TOTAL</b>	\$	\$	\$	\$			

Other Transportation			
DATE	FROM - TO	MODE of Transportation	AMOUNT
<b>TOTAL</b>			\$