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Expense Voucher

Name
Vehicle
Signature
Approved By

Emp#

DATE	ODOMETER READING		STARTING POINT	DESTINATION & PURPOSE	TOTAL MILES
	START	STOP			
			(Mileage Rate \$0.56)	Total Miles	
PARKING/TOLLS\$	*	LODGING \$	*	MILEAGE EXP.	
MEALS \$	*	OTHER \$	*	TOTAL EXP.	
* MUST HAVE RECEIPTS ATTACHED					
I HEREBY CERTIFY THAT THE ABOVE STATEMENT TO THE BEST OF MY KNOWLEDGE IS TRUE & CORRECT					

SIGNATURE