

EXPENSE REIMBURSEMENT VOUCHER

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Travel Expense:

Auto Expense _____ @ \$/mile _____

(Mileage log should be attached)

Other Expense _____

Other Expense _____

Other Expense _____

Other Expense _____

(Explanation & receipts attached)

Total Expenses _____

Signature _____

Approved by _____ Date _____ Acct # _____ Amt \$ _____

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