



CHAPTER 1002 Expense Voucher

NAME :						
DATE	PURPOSE OF TRIP	BREAKFAST	LUNCH	DINNER	LODGING	TOTAL
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
SUBTOTAL MEALS & LODGING		\$	\$	\$	\$	\$
MILEAGE \$.40 X						= \$
TOLLS						\$
OTHER TRAVEL COSTS (Explain)						
						\$
OFFICE EXPENSES(Explain)		POSTAGE	PRINTING	SUPPLIES	PHONE	TOTAL
		\$	\$	\$	\$	\$
GRAND TOTAL					\$	

SUBMITTED BY :	DATE :
APPROVED BY :	DATE :

CHECK NO:
DATE PAID: