

TRAVEL VOUCHER

PERSON TRAVELING \_\_\_\_\_

DATE	DEPARTURE/TIME (LOCATION)	ARRIVAL/TIME (LOCATION)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**REIMBURSABLE EXPENSES:** (HOTEL, AIRFARE, TAXI, LIMOUSINE, CAR RENTAL, ETC.-  
ENTER AMOUNT BELOW **ONLY** IF IT IS TO BE REIMBURSED TO PERSON TRAVELING  
**DO NOT** INCLUDE AMOUNTS PAID TO OTHER VENDORS FOR ABOVE MENTIONED SERVICES.)

ITEM	AMOUNT
_____	\$ _____
_____	_____
_____	_____
PERSONAL VEHICLE USAGE    MILES @ 54.5 CENTS	_____
	_____
	_____
<u>TOTAL REIMBURSABLE EXPENSES</u>	\$ _____
_____ DAYS PER DIEM AT \$50/DAY (BASED ON 24 HR PERIODS)	_____
	_____
<u>TOTAL EXPENSES</u>	\$ _____
LESS ADVANCE CHECK # _____	_____
<u>NET AMOUNT DUE</u>	\$ _____

PURPOSE OF TRIP AND PROJECTS OR ACCOUNTS TO BE CHARGED:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
CITY MANAGER'S SIGNATURE

\_\_\_\_\_  
DEPARTMENT HEAD

\_\_\_\_\_  
FINANCE

COMPLETE TRIP REPORT ON REVERSE SIDE

**TRIP REPORT**

PERSON TRAVELING \_\_\_\_\_

SUMMARY OF **ALL** EXPENSES PAID BY THE CITY FOR THIS TRIP:

HOTEL CHARGES	\$ _____
AIRFARE	_____
TAXI FARE	_____
RENTAL CAR	_____
MILEAGE REIMBURSEMENT	_____
PER DIEM	_____
REGISTRATION/TUITION	_____
ENTERTAINMENT	_____
BAGGAGE FEE	_____
OTHER _____	_____
TOTAL	\$ _____

PURPOSE OF TRIP (GIVE FULL EXPLANATION); EXPLAIN HOW THIS TRIP BENEFITED THE CITY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_