



**TRAVEL VOUCHER**

Pay to:	Title:
	Designated Headquarters:

	INDEX		FY	ACCOUNT NUMBER	AMOUNT

	INDEX		FY	ACCOUNT NUMBER	AMOUNT

	INDEX		FY	ACCOUNT NUMBER	AMOUNT

	INDEX		FY	ACCOUNT NUMBER	AMOUNT

	INDEX		FY	ACCOUNT NUMBER	AMOUNT

Dates of Travel:	Description:
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DISTRIBUTION:	AMOUNT
<b>Expense itemization for in-state travel:</b>	
Fares, Public transportation    Taxi <input style="width:50px;" type="text"/> Air Fare <input style="width:50px;" type="text"/> Rental Car <input style="width:50px;" type="text"/>	
Personal car mileage <input style="width:50px;" type="text"/>	
Meals and / or lodging	
Parking <input style="width:50px;" type="text"/>	
Incidental expenses <i>(itemize)</i> <input style="width:50px;" type="text"/>	
<b>Expense itemization for out-of-state travel:</b>	
Fares, Public transportation    Taxi <input style="width:50px;" type="text"/> Air Fare <input style="width:50px;" type="text"/> Rental Car <input style="width:50px;" type="text"/>	
Personal car mileage <input style="width:50px;" type="text"/>	
Meals and / or lodging	
Parking <input style="width:50px;" type="text"/>	
Incidental expenses <i>(itemize)</i> <input style="width:50px;" type="text"/>	
<b>TOTAL</b>	

I certify that the expense account shown above is true, correct, and unpaid.

Claimant <b>sign here</b>	Date	Supervisor	Date
Travel Coordinator		Date	
Agency <b>sign here</b>	Approval <b>here</b>	Title	Date

IN-STATE MEALS AND LODGING												ACTUAL EXPENSE		
Leave Headquarters				Arrive Headquarters				Meals not to exceed State Rate	Lodging not to exceed State Rate	TOTAL	Meals	Lodging	Total	
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
TOTAL MEALS & LODGING										TOTAL ACTUAL EXPENSE	N/A			

OUT-OF-STATE MEALS AND LODGING												ACTUAL EXPENSE		
Leave Headquarters				Arrive Headquarters				Meals not to exceed State Rate	Lodging not to exceed State Rate	TOTAL	Meals	Lodging	Total	
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
TOTAL MEALS & LODGING										TOTAL ACTUAL EXPENSE	N/A			

DATE	INFORMATION REQUIRED BY TEXTRAVEL GUIDE AND OTHER PERTINENT INFORMATION	Mileage Point to Point	Separate mileage by TYPE of Travel: Place an "I" for In-State or an "O" for Out-of-State		
			Type	In-State	Out-of-State
	*Show point-to-point breakdown, including intra-city mileage claims	Total:	<b>Total</b>		