VOUCHER EXPENSE FORM

NAME: TA NUMBER:

DESTINATION: NON-DUTY/ANNUAL LEAVE (Specify): Y/N Dates:

DEPARTURE DATE: RETURN DATE:

Expenses: List all business expenses paid by personal funds and provide necessary receipts – i.e., transportation tickets, lodging, taxes, local transits, registration fees, PVO mileage, parking rental car, tolls, phone calls, internet, baggage, etc. Attach receipts to this form and return to your Travel Planner. Ground transportation in excess of $75 must have a receipt attached.

DATES	EXPENSE CATEGORY Transportation Tickets (air, bus, train) Lodging, Lodging Tax Registration Fees (if paid by traveler) POV Mileage, Parking Tolls Taxis, Local Transits, Rental Car Personal and Business Calls Internet Misc (Explain)	AMOUNT	RECEIPT? Yes/No	WERE MEALS PROVIDED? Yes/No Specify meal(s): Breakfast Lunch Dinner	Select Where Reimbursement Should Be Directed: 1 - Personal (Bank Account) 2 – Travel Card (Gov. Issued Credit Card) 3 – Sponsored Personal (Sponsor Reimbursing) 4- Sponsored Travel Card (Sponsor Reimbursing) 5 – Sponsored In-Kind (Sponsor Provided)

Sign or initial acknowledging the information is correct:

4-28-2010nh