DEPARTMENT OFFICER'S TRAVEL VOUCHER

This is the basic info we need for a travel voucher.
A copy of the form is attached.

The rate for the use of your car is based on the IRS guidelines.
it is .50 cents per mile. This is subject to change.

If you fill in this worksheet and sign it, I can complete the form for you.
The items with a * require receipts.
The purpose is not important to me.

TRAVEL _____

Date _____

Date	EVENT	Location	# Miles	Mile Total $	Meals *	**Room & Airline***	Other *	
	TOTALS		0		0.00	0.00	0.00	0.00
				COST OF TOTAL TRIP		0.00		
						Reimbursable EXPENSES		
	Signed							