

2023-2024
TRAVEL EXPENSE VOUCHER

Name

Date of Travel	Starting Point	Destination	Purpose	Total Mileage

Other Expenses - Attach Receipts

Date	Type of Expense	Amount

Mileage Total	_____
Rate Per Mile	<u> \$.655 </u>
Mileage Expense Total	_____
Other Expenses Total	_____
Voucher Total	_____

Total _____

Signature/Date

Supervisor's Signature /Date