

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 _____ \$.67
 Mileage Expense Total _____
 Other Expenses Total _____
 Voucher Total _____

Total _____

Signature/Date

Supervisor's Signature /Date