

## EXPENSE VOUCHER

DATE:

AMOUNT: \$

**TRAVELLING:**

ROOM \_\_\_\_\_ \$ \_\_\_\_\_

FARE \_\_\_\_\_ \$ \_\_\_\_\_

PARKING \_\_\_\_\_ \$ \_\_\_\_\_

MILEAGE \_\_\_\_\_ \$ \_\_\_\_\_

DAILY PER DIEM: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

COMMITTEE EXPENSES: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

PURPOSE OF TRIP OR MEETING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MISCELLANEOUS: \_\_\_\_\_

\_\_\_\_\_

NAME: \_\_\_\_\_  
(PLEASE PRINT)

MAILING ADDRESS:

\_\_\_\_\_

\_\_\_\_\_ POSTAL CODE

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\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(APPROVED BY:)