

Travel Expense Reimbursement Voucher

Optional Tracking Number T _____

Traveler Information		Trip Information	
Name		Destination	
Home Address		Departure - date / / Time	
		Return - date / / Time	
City State Zip		Personal Vehicle Use Statement - State Employees Only (Required for Vehicle Expense Reimbursement) <i>Please check one when per day mileage is greater than 100 miles:</i> <input type="checkbox"/> Enterprise Vehicle - Not available or not lower cost by \$20 - (Personal Rate); Enterprise Trip Calculator must be attached <input type="checkbox"/> Enterprise Vehicle - Available and lower cost by \$20 or more - (Fleet Rate)	
Home Phone:	Work Phone:		
Email:	State Employee? ___Yes ___No		
Department Name VIVA	Fund/Org Number(s) 221013		

Mileage Reimbursement				
Date	Points between which travel occurred	Total Miles Travelled	Rates Allowed (cents per mile)	Total Mileage Reimbursement (# miles X rate per mile)

Enterprise or Other Rental Car Expense

Fares Identify type and amount of fares:					
Provide daily amounts for the following:	Date				
Parking and Tolls					
Meal & Incidental Expense					
Free Meal(s) Provided (B, L,D)					
Per Diem Amount Claimed					
Lodging					
Other - Itemize below					

Purpose of Trip <i>Please check one:</i> <input type="checkbox"/> Presentation <input type="checkbox"/> Field Work <input type="checkbox"/> Athletics <input type="checkbox"/> Recruitment <input type="checkbox"/> Conference/Workshop - Enter name of conference or workshop here: <input type="checkbox"/> Other (Explain)	Total Reimbursement
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I hereby certify that expenses listed on this voucher were incurred by me on official business of the Commonwealth of Virginia and include only such expenses as were necessary in the conduct of this business. These expenses have not been previously claimed. Neither have they been nor will they be presented to an organization other than GMU.

Signature of Traveler _____ Date _____

For Travel Office Use Only									
Invoice Number	Date	Account Code	738	738	738	738	738	738	738
		Amount							