

Traveler Information	Trip Information
Name Sean Connery	Destination Harrisonburg, VA/JMU
Home Address 123 Westfield Drive	Departure - date 01 / 04 / 2018 Time 7am
City Blacksburg State VA Zip 24060	Return - date 01 / 04 / 2018 Time 5:30pm
Home Phone: (540)777-9311 Work Phone: (540)321-9876	Purpose of Trip <input type="checkbox"/> Committee Meeting: <input checked="" type="checkbox"/> Conference/Workshop: <i>ILL Forum</i> <input type="checkbox"/> Other (Explain):
Email: sconner@vt.edu	
State Employee? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Mileage Reimbursement for Personal Vehicle				
Date	Points between which travel occurred	Total Miles Traveled	Rates Allowed (cents per mile)	Total Mileage Reimbursement (# miles X rate per mile)
1/4	Home to JMU and return trip	275	.545	149 87

Parking and Tolls	
Enterprise or Other Rental Car Expense	
Gas Expense for Enterprise or Other Rental Car	

Overnight Expenses						
Date						
Meal & Incidental Expense						
Free Meal(s) Provided (B, L,D)						
Per Diem Amount Claimed						
Lodging						
Other - Itemize below						
Total Reimbursement					149	87

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 Sean Connery Date 1/04/2018