GEORGE MASON UNIVERSITY

Send to:
VIVA - Virtual Library of Virginia
George Mason University
MSN 2FL
4400 University Drive, Fairfax, VA 22030

Mileage Travel Expense Reimbursement Voucher

Optional Track Number T _____

Traveler Information

Name: Sean Connery

Home Address: 123 Westfield Drive

City: Lynchburg State: VA Zip: 24502

Home Phone: (434) 987-6543 Work Phone: (434) 555-7777

Email: connerys@wfu.edu State Employee? X Yes ____ No

Department Name: VIVA Fund/Org Number(s): 221013

Use this form for Mileage and Related Expenses Only

For overnight travel, meal & incidental expenses, and all other travel reimbursements, use the standard *Travel Expense Reimbursement Voucher Form.*

Personal Vehicle Use Statement - State Employees Only (Required for Vehicle Expense Reimbursement)

Please check one when per day mileage is greater than 100 miles:

- ☐ Enterprise Vehicle - Not Available or not lower cost by $20 - (Personal Rate); Enterprise Trip Calculator must be attached
- ☐ Enterprise Vehicle - Available and lower cost by $20 - (Fleet Rate)

Mileage Reimbursement						Total Amount	
Date	Points between which travel occurred	Total Miles Traveled	Rate Allowed (Cents Per Mile)	Total Mileage Reimbursement (# of miles X rate per mile)	Parking and Tolls		
10/19	Home to VCU and Return trip	224	.246	55.10	10.00	65	10
Enterprise Rental							
Gas for Enterprise Rental							
Other - *Itemize below*							
					Total Reimbursement	65	10

Purpose of Trip ***Please check one:***

☐ Presentation ☐ Field Work ☐ Athletics ☐ Recruitment

☒ Conference/Workshop - Enter name of conference or workshop here:

☐ Other (Explain) VIVA (name of the meeting) Committee Meeting

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** 10/23/16

For Travel Office Use Only

Invoice Number	Date	Account Code	738	738	738	738	738	738	738
		Amount							

I certify all computations are correct and that all necessary and required receipts are attached. Initial: