

**EXPENSE VOUCHER  
4TH CORPORATION**

Statement of Expense for the Month of \_\_\_\_\_, Year \_\_\_\_\_ Employee Name: \_\_\_\_\_

DATE	ITINERARY		MILES	MEALS			ROOM	OTHER EXPS Amount	STATEMENT OF OFFICIAL BUSINESS (or expenses)	TIMES	
	From	To		Br	Ln	Su				Depart	Return

\*Meal receipts MUST be attached to receive reimbursement!

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

EXECUTIVE DIRECTOR: \_\_\_\_\_

Total Miles \_\_\_\_\_ @ \$0.45 per mile = \_\_\_\_\_

Total Meals \_\_\_\_\_ Breakfast @ \$7.80 = \_\_\_\_\_

                  \_\_\_\_\_ Lunch @ \$11.70 = \_\_\_\_\_

                  \_\_\_\_\_ Supper @ \$19.50 = \_\_\_\_\_

Total Room \_\_\_\_\_ days = \_\_\_\_\_

Total Other Expense = \_\_\_\_\_

                  RECEIPT MUST BE ATTACHED!

**TOTAL EXPENSES = \_\_\_\_\_**