

## EXPENSE VOUCHER

Name:		Service Position:	
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<u>TRAVEL</u>	Purpose of Trip:	Date(s) of Trip:
Location	From:	To
	Accommodations Cost:	
	Fuel Cost:	
	Meals:	
	Travel Total:	

<u>EXPENSES</u>	Description:	Amount
Stationery/ Photocopy/ Supplies		
Literature ordered		
Other (Specify)		
	Expenses Total:	

	GRAND TOTAL:	
Signature:	Date:	
Approved by:		
Cheque and Date		