

EXPENSE VOUCHER FOR BUSINESS EXPENSES

Name _____ Dates _____

Purpose of Trip _____

YAR Travel Policy requires that all requests for reimbursement must be accompanied by a receipt (except mileage) and MUST BE SUBMITTED TO YAR WITHIN 60 DAYS of the time they were incurred.

Item/Explanation	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Item Total For Week	Committee Meetings Attended and Day Attended
Air/Rail/Bus Fare									
Mileage @ _____ per mile									
Parking/Tolls									
Taxi & Bus Fares									
Breakfast									
Lunch									
Dinner									
Lodging									
Tips & Baggage									
Telephone/Fax									
Other (Specify)									
TOTALS FOR EACH DAY									

Comments: _____

Apprv'd by _____

Date _____

Ck# & date paid _____

Acct # _____

I certify this statement is accurate as to the actual & necessary business expenses:

Signed _____

Date _____