

# EXPENSE VOUCHER FOR BUSINESS EXPENSES

Name \_\_\_\_\_ Dates \_\_\_\_\_

Name \_\_\_\_\_

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)									
<b>TOTALS FOR EACH DAY</b>									

Comments: \_\_\_\_\_

Apprv'd by \_\_\_\_\_

Date \_\_\_\_\_

Ck# & date paid \_\_\_\_\_

Acct # \_\_\_\_\_

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

Signed \_\_\_\_\_

Date \_\_\_\_\_