

PAGE 1 OF

NAME: _____

OFFICE: _____

PROGAM: _____

MONTH: _____

PAGE (1)	TOTAL	MILEAGE	<u> </u>	T & P	<u> </u>
PAGE (2)	TOTAL	MILEAGE	<u> </u>	T & P	<u> </u>
PAGE (3)	TOTAL	MILEAGE	<u> </u>	T & P	<u> </u>
PAGE (4)	TOTAL	MILEAGE	<u> </u>	T & P	<u> </u>
PAGE (5)	TOTAL	MILEAGE	<u> </u>	T & P	<u> </u>
GRAND TOTALS >		MILEAGE	<u> </u>	TOLLS	<u> </u>

SUPERVISOR APPROVAL:

GRAND TOTALS > MILEAGE _____ **TOLLS** _____

RATE

REC'D:

TOTAL MILEAGE	\$	0.50	
TOTAL TOLLS & PARKING			\$ -
TOTAL TRAVEL >			\$ -
TELEPHONE			see attached
TOTAL REIMBURSEMENT			

APPR:

PAID:

TOTAL REIMBURSEMENT

Instructions: (1) Date of Trip (2)Start Location (3)End Location (4) X for Round Trip (5) Starting Odometer Reading (6) Ending Odometer Reading (7) Total mileage for trip (8) Explanation of other travel expenses (meter, tolls, parking, etc.....) (9) \$ amount of other travel expenses.

Please use continuation form if necessary and carry totals forward to first page. Attach detailed telephone bills with all charges when appropriate and all receipts for other travel expenses listed on (8) & (9). Please submit separate vouchers for each calendar month.

MONTH: _____

CARRY TOTALS FORWARD TO PAGE 1