Washington and Lee University

Travel Expense Voucher of _____

Date Submitted _____

Purpose, Dates, and Locations of Travel _____

DATE	DESCRIPTION	TRANSP.(1)	LODGING	MEALS	OTHER (2)	TOTAL
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
	Total All Expenses	$0.00	$0.00	$0.00	$0.00	$0.00 (3)

Subtract Prepaid Expenses/W&L Credit Card Charges: $0.00 (4)

Reimbursable Expenses This Report (3 minus 4) $0.00 (5)

REIMBURSEMENTS-CHECK ONE:

Pick up ☐

Campus Mail ☐

U.S. Mail ☐

Subtract Advances:

CASH/CHECK of $$0.00$ on _____(Date)

$$0.00$ on _____(Date)

Total Cash Advances $0.00 (6)

☐ Owed to Employee (5 minus 6) $0.00 (7)

OR

☐ Owed to University and Refunded Herewith

ATTACH INVOICES/RECEIPTS FOR ALL EXPENSES

I certify that the above expenses were incurred for legitimate University business and exclude personal expenses; and that all advances are correctly shown.

_____ _____

Signature - Traveler *Signature - Approved By*

Department to be charged Account# _____ - 7860 - _____

(1) Mileage, tolls, parking, taxis, buses, gasoline, auto rentals, airfare,train
(2) Registration fees, telephone, etc.
(3) Total of all expenses for the trip(s) reported
(4) Total of all charges on W&L credit cards
(5) Expenses not covered on separate W&L credit card payment
(6) Total cash advance(s) reportable for the trip(s)
(7) If expenses exceed advances, amount due to employee
(8) If advances exceed expenses, amount due to W&L

Cash/Check/Both *(Circle One)* CK#_____ Received By _____ Date _____

Print Form Reset Form