Washington and Lee University **Travel Expense Voucher**

Name: **Date Submitted (MM-DD-Year):**

Destination: **Date of Trip:**

Purpose:

Date	Descriptions	Trans. (1)	Lodging	Meals	Misc. (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
	Total All Expenses	0.00	0.00	0.00	0.00	0.00 (3)

Total Prepaid Expense/W&L Credit Card Charges (4)

(3 Minus 4) 0.00 (5)

Reimbursements Select One

Pick Up

Reimbursable Expenses This Report

By Whom:

When:

Campus

Address:

Subtract Advances:

CASH/CHECK of $ on (Date)

CASH/CHECK of $ on (Date)

Total Cash Advances (6)

Owed to Employee (5 Minus 6) 0.00 (7)

OR

Owed to University and Refunded Herewith (5 Minus 6) (8)

ATTACH INVOICES/RECEIPTS FOR ALL EXPENSES

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

Signature - Traveler

Signature - Approved by

PLEASE **Print**

Department to be charged

Account # -7860- $

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