DOMESTIC

INSTRUCTIONS

Receipts (original when possible) for transportation, lodging, parking, laundry, and other miscellaneous items, greater than $50, must be attached to this voucher. If NO receipts are attached, please provide "Exception to Policy" approval.
All long distance telephone calls must be itemized as business or personal.

CHARGES TO CORPORATION

DATE	LODGING (Place or City)	AMOUNT	MISC. EXPENSES (Type of Expenses)	AMOUNT	OTHER (Reg Fees, Honorarium, etc.)	AMOUNT
	TOTAL:		TOTAL:		TOTAL:	

DATE	RENTAL AGENCY	LOCATION	AMOUNT

REIMBURSABLE TO TRAVELER

DATE	LODGING	AMOUNT	MISC. EXPENSES (Type of Expenses)	AMOUNT	OTHER (Fees, Honorarium, etc.)	AMOUNT
	TOTAL:		TOTAL:		TOTAL:	

DATE	RENTAL AGENCY	LOCATION	AMOUNT

Explanation of Personal Expenses or detailed amount to be reimbursed by another organization: