

# TRAVEL & MILEAGE VOUCHER

Voucher No: \_\_\_\_\_

<b>Employee Name</b>		<b>Employee ID</b>	
<b>Department</b>		<b>Job Title</b>	
<b>Period Start Date</b>		<b>Period End Date</b>	
<b>Vehicle Make/Model</b>		<b>Mileage Rate</b>	

Date	Purpose / Destination	Start Odometer	End Odometer	Total Miles	Mileage Cost	Tolls & Parking	Meals / Lodging	Total Amount

<b>Total Mileage Cost</b>	
<b>Total Tolls &amp; Parking</b>	
<b>Total Meals &amp; Lodging</b>	
<b>Grand Total Reimbursement</b>	

\_\_\_\_\_  
Employee Signature  
Date: \_\_\_\_\_

\_\_\_\_\_  
Manager / Supervisor Approval  
Date: \_\_\_\_\_

\_\_\_\_\_  
HR / Payroll Department  
Date: \_\_\_\_\_