

Drew University - Travel And Entertainment Expense Voucher

NAME: _____ DATE SUBMITTED: _____

TRAVEL:	Date _____ Event 1	Date _____ Event 2	Date _____ Event 3	Date _____ Event 4	TOTALS
Air/Railroad Fares					
Taxi/Shuttle					
Automobile Mileage: _____ miles @ _____ cents/mile					
Automobile Rental					
Parking					
Tolls					
LODGING					
MEALS:					
Breakfast					
Lunch					
Dinner					
TELEPHONE					
OTHER : (Specify)					
TOTAL EXPENSES					
LESS: Billed directly to Drew					
LESS: Previously advanced					
REIMBURSEMENT REQUESTED					
ACCOUNT TO BE CHARGED					

DESCRIPTION AND PURPOSE OF EVENT(S): (Include date(s), individuals involved, location, and nature of business) *Please use additional sheets to provide additional information.*

EMPLOYEE CERTIFICATION: I certify that the above expenses are correct in all respects; that the distances as charged have been actually and necessarily traveled by me on the dates therein specified; that the amount as charged has been actually paid for by me for traveling expenses; that no part of the account has been paid by Drew University or a third party, but the full amount is due. The personal vehicle, if applicable, I was using on Drew University business was covered by liability insurance.

WHERE REQUIRED, ATTACH ORIGINAL RECEIPTS

APPROVAL:

Employee Signature

Supervisor's Signature **Date**