

# Drew University - Travel And Entertainment Expense Voucher

NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

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

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

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**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**