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## Expense Voucher

Name  
Vehicle  
Signature  
Approved By

Emp#

DATE	ODOMETER READING		STARTING POINT	DESTINATION & PURPOSE	TOTAL MILES
	START	STOP			
			<b>(Mileage Rate \$0.575 )</b>	<b>Total Miles</b>	
<b>PARKING/TOLLS\$</b>		*	<b>LODGING \$</b>	*	<b>MILEAGE EXP.</b>
<b>MEALS \$</b>		*	<b>OTHER \$</b>	*	<b>TOTAL EXP.</b>

**\* MUST HAVE RECEIPTS ATTACHED**  
 I HEREBY CERTIFY THAT THE ABOVE STATEMENT TO THE BEST OF MY KNOWLEDGE IS TRUE & CORRECT

**SIGNATURE**