



STATE OF WASHINGTON TRAVEL EXPENSE VOUCHER

INSTRUCTIONS: Submit required receipts for miscellaneous and reimbursable expenses with this voucher. See Part 4, Chap.2-Travel and transportation Regulations of the State of Washington Policies, Regulations and Procedures manual

EFFECTIVE 1/1/15

REGULARLY SCHEDULED WORK HOURS

AGENCY NAME, AGENCY NO., NAME AND ADDRESS OF CLAIMANT, OFFICIAL STATION, OFFICIAL RESIDENCE

Table with columns: DATE, TRIP INFORMATION (FROM, TO, TRIP TIME), PER DIEM (PER MEAL ENTITLEMENT, LODGING COSTS, TOTAL), MOTOR VEHICLE (MILES DRIVEN, REIMB RATE, Mileage Allow), OTHER PER DETAIL, GRAND TOTAL, AMOUNT SUBJECT TO PAYROLL TAXES, PURPOSE OF TRIP

LESS TRAVEL EXPENSE ADVANCE (0.00)

DETAIL OF OTHER EXPENSES table with columns: DATE, PAID TO, FOR, AMOUNT

Table with columns: FUND, APPN INDEX, PROG INDEX, ORG INDEX, SUB OBJ, AMOUNT

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

SIGNATURE, DATE

APPROVED BY, A/P APPROVAL FOR PROCESSING, DATE, WARRANT TOTAL

INITIALS, I have chosen not to request reimbursement for all travel expenses to which I am entitled for this travel period.

Note: Mode S = State Car, R = Rental Car, O = Shared, F = Air Travel