

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](#)

REGULARLY SCHEDULED WORK HOURS	7:30-4:00
-----------------------------------	-----------

<b>AGENCY NAME</b> Bates Technical College 1101 South Yakima Avenue Tacoma, WA 98405		<b>AGENCY NO.</b> 695	<b>NAME AND ADDRESS OF CLAIMANT</b>		<b>MONTH/YEAR</b>	<b>OFFICIAL STATION</b>	
					<b>TELEPHONE NUMBER</b>	<b>OFFICIAL RESIDENCE</b>	

DATE	TRIP INFORMATION			PER DIEM				MOTOR VEHICLE				OTHER PER DETAIL	GRAND TOTAL	PURPOSE OF TRIP			
	FROM	TO	TRIP TIME		PER MEAL ENTITLEMENT				LODGING COSTS	TOTAL	MILES DRIVEN				REIMB RATE	Mileage Allow	
			DEPART	RETURN	B	L	D	SUB			PT. to						VICIN
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
								0.00		0.00			0.575	0.00	0.00		
<b>LESS TRAVEL EXPENSE ADVANCE</b>										(0.00)						(0.00)	

DETAIL OF OTHER EXPENSES																	
DATE	PAID TO	FOR	AMOUNT	\$0.00	\$0.00	\$0.00	0	0			\$0.00	\$0.00	\$0.00				

FUND	PROG INDEX	ORG INDEX	SUB OBJ	S SUB OBJECT	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			ACCOUNTING APPROVAL FOR PAYMENT			DATE	TOTAL
								\$0.00	

**Note:**  
**Mode**  
Blank = Personal Vehicle  
S = State Car (no mileage)  
R = Rental Car (no mileage)  
F = Air Travel (no mileage)