

**PANHANDLE AREA COUNCIL/SEEP
TRAVEL EXPENSE VOUCHER**

NAME: _____ MONTH: _____
ADDRESS: _____

*TRAVEL DATE	*DEPARTURE/ DESTINATION	*PURPOSE/ PARTICIPANTS	*TIME		*ODOMETER		*MILES	MEALS	HOTEL	DIRECT CHARGES TO
			LEFT	RET'D	START	FINISH				

I hereby certify that the above account is correct and just; that travel and supplies have been actually furnished or that the services were actually rendered and that I have not received payment thereof. I have previously received a travel advance of \$0.00, which is to be applied to this travel voucher.

Transportation by Carrier and Miscellaneous Expenses		
Date	Item	Amount
		\$ -

*Traveler's Signature _____ *Date _____

Approved By _____ Date _____

Documentation must be attached for each expense other than by personal vehicle.

*Volunteers fill in "starred" items only

Miles: _____	Total Meals	\$ -
	Total Lodging	\$ -
	@ .51 per mile	\$ -
	TOTAL EXPENSES	\$ -
	Less Travel Advance	\$ -
	CHECK AMOUNT	\$ -