



Employee Expense Voucher Request for Payment

Name _____ Building: _____

Date of Request _____

Type of Expense

1. Conference	Title	Amount	Account #	Date
Registration				
Pre Approval Form Attached	[]			
Payment Receipt Attached	[]			
Attendance Certificate Attached	[]			
2. Travel	Account #			
Purpose	From	To	Total Miles	
			Amount	
3. Services	Account #			
Date of Service	Service	Hours	Rate/Hour	Total
4. Materials/Supplies	Reason	Amount	Account #	Total
<i>(Attach Receipt)</i>				
5. Course Work	Account #			
Pre Approval Form Attached	[]			
Receipt For Course Tuition Attached	[]			
Official Grade Report Attached	[]			
6. Other	Account #			
		Amount	Account #	Total
Employee Signature _____				
Supervisor Signature _____				
<i>For Office Use</i>				
	Date	Account #		Amount
Accounts Payable				
Payroll				