



Employee: _____

Period: _____

(Monday - Sunday Dates)

Client: _____

Project: _____

TRAVEL / EXPENSE VOUCHER
Example

E m p E x p e n s e	DATE	DESCRIPTION / PURPOSE	AIRFARE	CAR RENTAL	LODGING	B'FAST	LUNCH	DINNER	TAXI,PKG TOLLS	DIRECT CO. CHARGES		PERSONAL CAR		MISCELLANEOUS		TOTAL	
										Cost	Description	MILES	COST	COST	DESCRIPTION		
																	\$ -
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TOTALS			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0.670	\$ -	\$ -	TOTAL EXPENSES		\$ -
DIRECT COMPANY CHARGES															Less Direct Company Charges		\$ -

I HEREBY CERTIFY that all above expenses are correctly stated and were incurred, by me, as necessary business expenses in the service of ISG.

SIGNED: _____ DATE: _____
ISG Employee

I HEREBY CERTIFY that all above expenses have been reviewed and are approved for this travel expense.

APPROVAL: _____ DATE: _____
Manager

Less Cash Advances	\$ -
Balance Due Employee	\$ -
Accounting Use Only:	
Processed By:	
Form of Payment:	
Effective Date of Payment:	