

# Integrity Staffing Group, Inc.

<b>ISG™</b>				Client: _____ Project: _____				<b>TRAVEL / EXPENSE VOUCHER</b>									
Employee: _____ Period: _____ (Monday - Sunday Dates)																	
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		
													\$ -				\$ -
													\$ -				\$ -
													\$ -				\$ -
													\$ -				\$ -
													\$ -				\$ -
													\$ -				\$ -
													\$ -				\$ -
													\$ -				\$ -
<b>TOTALS</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.575	\$ -	\$ -	<b>TOTAL EXPENSES</b>		\$ -	
<b>DIRECT COMPANY CHARGES</b>												\$ -		<b>Less Direct Company Charges</b>		\$ -	
I HEREBY CERTIFY that all above expenses are correctly stated and were incurred, by me, as necessary business expenses in the service of ISG.															<b>Less Cash Advances</b>	\$ -	
SIGNED: _____ DATE: _____ ISG Employee															<b>Balance Due Employee</b>		\$ -
I HEREBY CERTIFY that all above expenses have been reviewed and are approved for this travel expense.															<b>Accounting Use Only:</b>		
APPROVAL: _____ DATE: _____ Manager															Processed By:		
															Form of Payment:		
															Effective Date of Payment:		