

Payments Made Directly		Cash Advanced	
Motel/Hotel		Total Expenses	
Registration Fee(s)		Amount Returned (Receipt# _____)	
Miscellaneous		Additional Check	

WESTERN TEXAS COLLEGE
Snyder, Texas 79549

Travel Expense Voucher

Date		Account Number	
Pay to		Title	
Dates Covered by this Voucher: (Both dates inclusive)			
Destination			
1. Transportation Expense			
2. Taxis (total here & itemize on reverse)			
3. Personal Car Mileage or Car Allowance _____ Miles @ _____			
4. Hotel or Room Rent			
5. Meals			
6. Other Travel Expense (signed receipts on all items except local phone calls)			
TOTAL			
Concise statement of duties performed:			

THE STATE OF TEXAS §
COUNTY OF SCURRY

I do solemnly swear that the expense account above rendered totaling _____ is true, correct, and justly due. I declare under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief is true and correct.

(BACK PORTION MUST BE COMPLETED OR FORM WILL BE RETURNED TO YOU!)

Signature of Division Chair/Immediate Supervisor

Signature of Claimant

Director of Fiscal Services

Form Date: 4-23-93

Date	Breakfast	Lunch	Dinner	TOTAL	Hotel	Amount
TOTAL MEALS					TOTAL HOTEL	

Record of Transportation Between Towns

Mileage between towns for use of personal cars **MUST** agree with official mileage shown on state highway department map. Mileage in town over five miles must be itemized.

Date	From	To	Miles in Town	Miles Between Towns	Amount
TOTAL MILEAGE					