Washington and Lee University **Travel Expense Voucher**

Name: Herman Smith **Date Submitted (MM-DD-Year):** 10/27/11

Destination: Orlando, Florida **Date of Trip:** October 19-21, 2011

Purpose: annual conference attendance/presentation

Date	Descriptions	Trans. (1)	Lodging	Meals	Misc. (2)	Total	
08/25/11	Travel Advance - airfare	400.00				400.00	
08/25/11	Travel Advance - registration (CC)				250.00	250.00	
10/19/11	Meal - dinner			40.00		40.00	
10/20/11	Meal - breakfast			10.00		10.00	
10/20/11	Meal - lunch			12.00		12.00	
10/20/11	Meal - dinner			60.00		60.00	
10/21/11	Meal - breakfast			8.00		8.00	
10/21/11	Meal - lunch			6.00		6.00	
10/21/11	Enterprise RT Roanoke (CC)	70.00				70.00	
10/21/11	Omni Hotel - 2 nights lodging		550.00			550.00	
						0.00	
						0.00	
						0.00	
	Total All Expenses	470.00	550.00	136.00	250.00	1,406.00	(3)
	Total Prepaid Expense/W&L Credit Card Charges					320.00	(4)
					(3 Minus 4)	1,086.00	(5)

Reimbursements Select One: Campus Mail

By Whom:
When:
Campus Address:

Reimbursable Expenses This Report

Subtract Advances:

CASH/CHECK of $ 400.00 on 09/14/11 (Date)

CASH/CHECK of $ on (Date)

Total Cash Advances 400.00 (6)

Owed to Employee (5 Minus 6) 686.00 (7)

OR

Owed to University and Refunded Herewith (5 Minus 6) (8)

ATTACH INVOICES/RECEIPTS FOR ALL EXPENSES

I certify that the above expenses were incurred for legitimate University business and exlude personal expenses; and that all advances are correctly shown.

Signature - Traveler *Signature - Approved by*

PLEASE **Print**

Department to be charged

Account # -7860- $

Account # -7860- $

(1) Mileage, tolls, parking, taxis, buses, gasoline, auto rentals, airfare, train
(2) Registration fees, telephone, etc.
(3) Total of all expenses for the trip(s) reported
(4) Total of all charges on W&L credit cards
(5) Expenses not covered on separate W&L credit card payment
(6) Total cash advance(s) reportable for the trip(s)
(7) If expenses exceed advances, amount due to employee
(8) If advances exceed expenses, amount due to W&L