TRAVEL EXPENSE VOUCHER

Worcester State College

NAME OF EMPLOYEE	PO/BO #	SOC. SEC. #	STATE CAR **Y OR N**

HOME ADDRESS:	DATE PREPARED:

DATE	DESCRIPTION	PRIVATE Auto Mileage		HOTEL	MEALS			OTHER TRAVEL EXPENSES	TOTAL EXPENSES
	Itemized by day and explain fully, including cities and towns visited. When listing privately-owned car mileage, report under "Purpose" the names, if any, of all other employees transported, together with the city or town and addresses between which they are transported.	Miles	Amt		Breakfast	Lunch	Dinner		
TOTALS									

EXPENDITURE ACCOUNT		OBJECT CODE	EXPENDURE AMOUNT	LIQUIDATION AMOUNT	**TOTAL EXPENDITURE**	
ACTIVIY	SUBSIDIARY					
					TOTAL LIQUIDATION	

I hereby certify under penalty of perjury that the above amounts as itemized are true and correct, were incurred by me during necessary travel in the service of the Commonwealth, and conform fully to the Travel Policy...

Signed _____

TRAVELER

I hereby certify that this travel was necessary and authorized.

_____ _____

APPROVING AUTORITY SIGNATURE DATE