

PANOLA COLLEGE TRAVEL REIMBURSEMENT VOUCHER

NAME OF APPLICANT

SS#

ACCOUNT NUMBER

Date _____

DESTINATION

Check# _____

For mileage for privately owned automobiles used by me for transportation, and for reimbursement for subsistence (meals , lodging, and other expenses paid by me in the discharge of official duty for the period:

Period: to: ,as per itemized statement on Page 2.

	Amount
1. Subsistence: Meals & Lodging <input style="width: 150px;" type="text"/>	<input style="width: 100%;" type="text"/>
2. Private Vehicle <input style="width: 150px;" type="text"/>	<input style="width: 100%;" type="text"/>
3. Public Carrier <input style="width: 150px;" type="text"/>	<input style="width: 100%;" type="text"/>
4. Other Travel Costs <input style="width: 150px;" type="text"/>	<input style="width: 100%;" type="text"/>
5. Total Costs	<input style="width: 100%;" type="text"/>
6. Less: Advances Received	<input style="width: 100%;" type="text"/>
7. Less: Explain: <input style="width: 150px;" type="text"/>	<input style="width: 100%;" type="text"/>
8. NET To Be Reimbursed, or (Returned)	<input style="width: 100%;" type="text"/>

Subject to any differences determined by verification, I certify that the "Total Costs" (Line 5) claimed by me for travel for the period indicated is true and just in all respects, and that payment for any part thereof has not been received, except as specified on Line 6 (Advances) above.

Approved for payment: Total \$ _____ Applicant's Signature _____

Administrator's Signature _____ Date _____