ILLINOIS WESLEYAN UNIVERSITY

TRAVEL EXPENSE VOUCHER

Name: _____ University ID#: 9___ ___ ___ ___ ___ ___ ___ ___

Purpose for Travel: _____

Do NOT list items that are directly billed to the University.

DATE	TRANSPORTATION			LODGING	MEALS			OTHER EXPENSES	TOTAL
	Mileage x 57.5 = Amount		Other		Breakfast	Lunch	Dinner		
TOTALS									

I hereby certify that the above is a true statement of expenses incurred:

Signed: _____ Date: _____

Please print name: _____

Approval: _____ Date: _____

Please print name: _____

Account Number: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
(index) (fund) (org)

___ ___ ___ ___ ___ ___ ___ ___ ___ ___
(acct) (prog)

Please complete this section when RETURNING an advance

	Date	Amount
Advance Received		
Less This Expense Voucher		
Balance Returned		
Balance Due		

Advance Account Number: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _