STATE OF WASHINGTON

TRAVEL EXPENSE VOUCHER

(REV. 01/15)

INSTRUCTIONS: Submit Prior Approval, meeting agenda, and required receipts for miscellaneous and reimbursable expenses with voucher.

REGULARLY SCHEDULED WORK HOUR
M-F 8:00-5:00

AGENCY NAME	AGENCY NO.	NAME AND ADDRESS OF CLAIMANT	MONTH/YEAR	OFFICIAL STATION
LOWER COLUMBIA COLLEGE	6570	Tanya Daymon C/O Finance Dept 082-D028	November-16	Longview
			PHONE NUMBER	OFFICIAL RESIDENCE
			-2208	Kelso

DATE	TRIP INFORMATION: FROM	TO	TRIP TIME: DEPART	RETURN	PER DIEM: PER MEAL ENTITLEMENT: B	L	D	SUB TOTAL	LODGING COSTS (receipt Req'd)	TOTAL	MOTOR VEHICLE: MILES DRIVEN: PT. to PT.	VICINITY	Mileage Rate	Mileage Allowance	OTHER PER DETAIL	GRAND TOTAL	PURPOSE OF TRIP
11/21/16	Longview	Yakima	9:00 AM			15.00	23.00	38.00	89.00	127.00	168		0.535	89.88	5.00	221.88	
11/22/16					13.00	15.00	23.00	51.00	89.00	140.00		5	0.535	2.68	5.00	147.68	
11/23/16	Yakima	Kelso		8:00 PM	13.00	15.00	23.00	51.00		51.00	168		0.535	89.88		140.88	
								0.00		0.00			0.535	0.00		0.00	
								0.00		0.00			0.535	0.00		0.00	
								0.00		0.00			0.535	0.00		0.00	
								0.00		0.00			0.535	0.00		0.00	
								0.00		0.00			0.535	0.00		0.00	
								0.00		0.00			0.535	0.00		0.00	
								0.00		0.00			0.535	0.00		0.00	
			TRIP SUB-TOTAL		26.00	45.00	69.00	$ 140.00	$ 178.00	$ 318.00	336.00	5		$ 182.44	$ 10.00	$ 510.44	
													Less: Costs charged to LCC Visa Card #		9999	(178.00)	
													Less: Costs paid by LCC Purchase Requisition				
													Less: Adjustments to Travel Expenses			(100.00)	Travel Advance
													TOTAL TO BE REIMBURSED TO EMPLOYEE			$ 232.44	

DETAIL OF OTHER EXPENSES

DATE	PAID TO	FOR	AMOUNT
11/21/16	ABC Parking	Parking	$ 5.00
11/22/16	ABC Parking	Parking	$ 5.00

Trans Code: Mod	Fund	Master Index: Appn	Prog Index	Sub Object: Sub Sub Object	AMOUNT
				TOTAL	0.00

CERTIFICATION AND APPROVAL: I certify that the travel listed above was official college business and that expenses listed were appropriate in the conduct of this business. I have not received nor will I receive other reimbursement for these expenses.

Traveler's Signature Date

Approval Signature (President / VP / Director) Date

ACCOUNTING USE ONLY
ACCOUNTING APPROVAL FOR PAYMENT
DATE