

LUTHERAN THEOLOGICAL SEMINARY
GETTYSBURG, PENNSYLVANIA
TRAVEL EXPENSE VOUCHER

DATE: _____

NAME _____

STREET OR P.O.BOX _____ c/o LTSG _____

CITY _____ STATE _____ ZIP _____

DATES COVERED BY THIS STATEMENT _____

MEETING ATTENDED _____

PURPOSE OF MEETING _____

DESCRIPTION	DOLLAR AMOUNT	ACCOUNT #	PROJECT #
Fare (rail, air, bus, cab, etc)	\$		
Meals:			
Mileage: \$.555/ mile (7/1/11-12/31/11)			
Tolls, Parking:			
Hotel, Lodging:			
Other Expenses:			
TOTAL	\$		

I hereby verify that the expenses identified above are ordinary and necessary business expenses. Please attach all receipts and documentation to substantiate all expenses including original bills.

SUBMITTED BY: _____
Please sign

Summarize Accounts Below:

APPROVED BY: _____
Please sign