

LUTHERAN THEOLOGICAL SEMINARY
GETTYSBURG, PENNSYLVANIA
TRAVEL EXPENSE VOUCHER

DATE: _____

NAME _____

STREET OR P.O.BOX _____

CITY _____ STATE _____ ZIP _____

DATES COVERED BY THIS STATEMENT _____ TO _____

MEETING ATTENDED _____

PURPOSE OF MEETING _____

DESCRIPTION	DOLLAR AMOUNT	ACCOUNT NUMBER
Fare (rail, air, bus, cab, etc)	\$	
Meals:		
Mileage: \$ 0.575 per mile		
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

APPROVED BY: _____

Please sign