



Northumberland County Career and Technology Center

1700-2000 West Montgomery Street • Coal Township, PA 17866
Tel: 570-644-0304 • Fax: 570-644-2157

James F. Monaghan
Administrative Director

Traci Beck
Program Coordinator

EXPENSE VOUCHER

Name: _____

Date: _____

Date	Trip		Purpose	Miles
	From	To		
	Total Miles			
Total Mileage = # miles @ \$0.575				

Date(s)	Conference/Workshop	Tolls	Parking	Meals	Lodging	Misc	Total
Total Expenses from Conference/Workshop							

Date	Expense	Purpose	Amount
Total Expenses			
Grand Total of Mileage and Expenses			

I certify the above expenses were incurred by me in the performance of my work and have attached all receipts for the above expenses.

Employee Signature: _____ Date: _____

Director's Approval: _____ Date: _____