Northumberland County Career and Technology Center

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

EXPENSE VOUCHER

Name: _____ **Date:** _____

Date	Trip From	Trip To	Purpose	Miles
		Total Miles		0.00
Total Mileage = # miles @ $0.545				0.00

Date(s)	Conference/Workshop	Tolls	Parking	Meals	Lodging	Misc	Total
							0.00
							0.00
							0.00
						Total Expenses from Conference/Workshop	

Date	Expense	Purpose	Amount
		Total Expenses	
		Grand Total of Mileage and Expenses	0.00

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: _____