itemized receipts. If a travel advance has been issued, its date and amount should be noted.
THE COLLEGE DOES NOT REIMBURSE FOR EXPENSES OTHER THAN THOSE INCURRED IN THE COURSE OF OFFICIAL BUSINESS.

GRINNELL COLLEGE

Travel Expense Voucher

Claimant's name: ____________________

Claimant's address: ____________________

Trip to: ____________________

Purpose: ____________________

Dates: ____________________

Claimant's Signature: ____________________

Approved by: ____________________ Date: ____________

Date	Meals B.	L.	D.	Lodging	Transport.	Misc.	College Credit Card	Cash	Total
						Totals			
						Less advance Revolving Fund			
						Total Reimbursement			

Remarks:

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Account Number: ____________________