## GRINNELL COLLEGE

### International Travel Expense Voucher

- **Claimant’s name:**
- **Claimant’s address:**
- **Trip to:**
- **Purpose:**
- **Dates:**

**Claimant’s Signature:**

**Approved by:**

**Date:**

### THIS VOUCHER DOCUMENT:

**PLEASE READ CAREFULLY:**

This voucher must be used when claiming reimbursement for expenses incurred while traveling on College business. Claimant should keep an accurate record of expenses and attach 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.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Meals</th>
<th>Lodging</th>
<th>Transport</th>
<th>Misc.</th>
<th>College Credit Card</th>
<th>Foreign Currency #1</th>
<th>Foreign Currency #2</th>
<th>U.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B.</td>
<td>L.</td>
<td>D.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Remarks:**

- 
- 

**Totals**

- 

**Conversion Rate**

- 

**Total U.S.**

- 

**Less Advance**

- 

**Total Reimbursement**

- 

**Account Number:**

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