JMU		TRAVEL EXPENSE REIMBURSEMENT VOUCH							Voucher N	/oucher No:				
TRAVE	L AUTHORIZATION N	IUMBER (1)					STATE	EMPLOYEES ONLY - PERSONAL VEHICLE USE STATEMENT DEDUCT COMMUTING MILEAGE						
		Contact Per						PERSON				THE STATE - USE		
James Madison University								D PERSONAL MILEAGE RATE STATE VEHICLE WAS NOT AVAILABLE OR ACCESSIBLE - USE						
		Phone #		3 Fax # ④ □						PERSONAL MILEAGE RATE STATE VEHICLE WAS AVAILABLE OR NOT REQUESTED - USE				
		MSC		S Interventice wa										
PRE	EPARE WITH IN	K, USE AI	DDITIONA	AL SHEETS WHEN	NECESSA	ARY	THE COMMON	WEALTH OF VIF	GINIA AND INCLU	DE ONLY SUCH E		OFFICIAL BUSINESS OF ERE NECESSARY IN TH EEN DEDUCTED		
NAME		6						STATE E	MPLOYEE ?		□ YES	□ NO		
DDRESS		¥						SIGNATURE OF TRAVELER Date						
CITY								TITLE						
STATE		ZIP CODE										URSEMENT VOUCHE		
	ployee HR ID # udent SA ID #						HAS BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE COMMONWEALTH.							
	hers enter SSN #	$(\overline{)}$												
	(8)	ADDITIONAL SIGNATURE IF REQUIRED					x							
eVA Exc	lusion # 2	x					SIGNATURE OF TRAVELER'S SUPERVISOR Date							
DATE	LOCATION AT WHICH			POINTS BETWEEN WHICH ANSPORTATION USED.	MILEAGE RATE USED	MILES TRAVELLED	MILEAGE AMOUNT TO BE	EXPENSE (ITEMIZE IN		LODGING	OTHER (ITEMIZE IN	TOTAL		
				N SEPARATELY)	0025	HOWELLED	PAID	SECOND COLUMN)	MEALS PER DIEM AMOUNT		SECOND COLUMN			
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	UNTS PAYABLE USE O eceipts are attached.		ity that all cor	nputations are correct a	nd that all	TOTALS	I	I	L					
. equileu re				PURPOSE OF THE TRIP						ΤΟΤΔΙ	SHEFT 2			
									ONS	GRAND TOTAL 25				
FIELD WORK RECRUITMENT EDUCATION OTHER (EXPLAIN BELOW)														
/19/12 23										(24)				

Revised 04/19/12

CONTINUATION SHEET ATTACHED