JMU		TRAVEL EXPENSE REIMBURSEMENT VOUCHER									lo:		
			имвек 141190					STATE EMPLOYEES ONLY - PERSONAL VEHIC DEDUCT COMMUTING MILEAGE					E STATEMENT
James Madison University			Contact Pers	on					PERSON		AS COST BE		THE STATE - USE
			Phone #		Fax #				STATE VEHICLE WAS NOT AVAILABLE OR ACCESSIBLE - USE PERSONAL MILEAGE RATE				
			MSC				STATE FLEET R			VEHICLE WAS AVAILABLE OR NOT REQUESTED - USE TE			
PREPARE WITH INK, USE ADDITIONAL SHEETS WHEN NECESSARY							I HEREBY CERTIFY THAT EXPENSES LISTED BELOW WERE INCURRED BY ME ON OFFICIAL BUSINESS OF THE COMMONWEALTH OF VIRGINIA AND INCLUDE ONLY SUCH EXPSENSES AS WERE NECESSARY IN THE CONDUCT OF BUISNESS. I CERTIFY THAT COMMUNTIG MILEAGE HAS BEEN DEDUCTED						
								STATE EMPLOYEE ?  VES  NO					
ADDRESS								SIGNATURE	OF TRAVEL	ER		Date	
								X					
CITY STATE			ZIP C	ODE					FRY CERTIEV T	HAT THE TRAVE			
Employee HR ID #							I HEREBY CERTIFY THAT THE TRAVEL UNDERTAKEN IN THIS REIMBURSEMENT VOUCHER HAS BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE COMMONWEALTH.						
Student SA ID # All others enter SSN #													
		0	ADDITIONAL	SIGNATURE	IF REQUIRED			х					
eVA Exc	lusion #	2	x					MILEAGE	AUTO EXPENSE	ER'S SUPERV	ISOR	Date OTHER	
DATE	TRAVE	L WAS NE		ETHOD OF TR	POINTS BETWEEN WHICH ANSPORTATION USED. IN SEPARATELY)	MILEAGE RATE USED	MILES TRAVELLED	AMOUNT TO BE PAID	(ITEMIZE IN SECOND COLUMN)	MEALS PER DIEM AMOUNT	LODGING	(ITEMIZE IN SECOND COLUMN	TOTAL
07/46/4								20.5-	SSEGWIN)	SICH ANOUNT		SSEGNIN	
07/16/14	Personal vehicle					0.246	120	29.52					29.52
	Travel day per d	liem; lodg	ging; airfare paio	d by departme	ent SPCC					51.00	140.30		191.30
07/17/14	Travel day per d	liem								51.00			51.00
	Rental vehicle \$	83.00; ga	s for rental \$23	.00					106.00				106.00
	Parking at airpo	ort; return	mileage to Har	risonburg		0.246	120	29.52				10.00	39.52
													I
	SAMPLE#2												
							ļ			ļ			
	DEPT II	D	ACCT	NO	AMOUNT								
	10003		128		59.04								
	10003		128		102.00								
	10003	6	128	500	150.30								
	10003	6	128	300	106.00								
FOR ACCO	UNTS PAYABLE	E USE ON	ILY: I certi	fy that all co	mputations are correct and	that all	TOTALS	59.04	106.00	102.00	140.30	10.00	417.34
required receipts are attached. Initial													
PURPOSE OF THE TRIP  CONFERENCE PRESENTATION ATHLETICS EXTRADITIONS INVESTIGATIONS										ONS	TOTAL SHEET 2		
	✓ FIELD WORK ■ RECRUITMENT ■ EDUCATION ■ OTHER (EXPLAIN BELOW)											TOTAL	417.34

CONTINUATION SHEET ATTACHED