Date _____

Purchasing

WESTERN ILLINOIS UNIVERSITY Non-Employee Travel Voucher

Voucher Number

00

TO BEGIN click the <u>START NEW</u> button for the FIRST (or subsequent) travel voucher(s) to receive the next available voucher number.

ost Center Nar	me						(Cost Center #			4550
Vendor Number					Encumbrance TC			e TC	Exp Class		
ayee			FEIN/SSN								
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C R	ef	Des	6C					_ Date		_ Amt	
8. Date	9. Departed	From	10.Arrived A	ıt.		12. Auto Reimburse- ment	13. Trans	14. Lodging	15 Meals or/ Per Diem	16. Other Expenses	
	Place	Time	Place	Time						Item	Amount
1291 1292		SUBTOTALS TOTAL AMOUNT									
Purpose of	Travel:			Tra	veler Co	mments/E	Explanation	ons:			
duties of the tra	nat the travel shown	personal knowled	ge, or as indicated	and ju amou or un practi have paym	ust; that the ints charge avoidable icable disp not been ient in full	e detailed itemed for subsisted delays, requirent the satch, by the sturnished with by the Board	ns charged we charged we charge were acting my stay a shortest routed transportation Trustees of Trustees of the charge of the charge acting the charge acti	thin are taken a rually paid, and at hotels for the usually travele fon or money in the taken are taken are sof Western Illing	nd verified from r the expenses we time specified; th d, in the customa lieu thereof for bis University, I d	memorandum ke re occasioned b at I performed th ary reasonable n any part. In cor lo hereby irrevo	amount is correct opt by me; that the y official business be journey with all anner, and that insideration of the cably release and
	nitted to me. If appli the Governor's Offi			dema expe	ands, and o	causes of action in grant from, aris	on which the	undersigned, m	nois University a lay have now or in nected to the afo	n the future for a resaid reimburs	ny and all loss of

Date