WESTERN ILLINOIS UNIVERSITY Non-Employee Travel Voucher

Voucher
Number

00

st Center Na	me					(Cost Center #	‡		4550		
endor Numbe	er						Encumbrano	e TC	_ Exp C	class		
endor Number					Endingrance TO							
ee							FEIN/SSI	N				
lress												
_ uested By							Phone	Number				
R	ef	De	sc				_ Date _		Amt			
3. Date	9. Departed Place	Time	10.Arrived At Place Time		11.Auto 12. Auto Reimbursement	13. Trans	14. Lodging	15 Meals or/ Per Diem	16. Other Expenses Item Amount			
1291				SUBT	OTALS							
1292								TOTAL	AMOUNT			
	f Travel:				veler Comments/I	Explanatio	ons:	TOTAL	AMOUNT			
duties of the tra by records sub	hat the travel showr aveler named to my mitted to me. If appl the Governor's Off t.	personal knowled icable, the report	dge, or as indicated ing requirements of	and ju amou or un pract have paym forev dema	ify that, in accordance wi ust; that the detailed iten ints charged for subsiste avoidable delays, requir icable dispatch, by the s not been furnished with ient in full by the Board er discharge the Board ands, and causes of acti- nses resulting from, aris	ns charged wi ence were act ring my stay a shortest route h transportati of Trustees of which the	thin are taken a ually paid, and t hotels for the usually travele on or money i of Western Illin of Western Ill undersigned, n	and verified from methe expenses were time specified; the ed, in the customal in lieu thereof for a cois University, I do inois University are nay have now or in	nemorandum kepe occasioned by at I performed throw the performed the performed the performance of the perfor	ot by me; that official busing programme; and the sideration of ably release from all cland and all los		
Fiscal Agent Date				Trave	Traveler Signature				Date			
Purchasing Date				Vice	Vice President (if \$1,000 or over)				Da	ite		