TRAVEL VOUCHER WORKSHEET

NAME: _____   Telephone No: _____

PURPOSE OF TRAVEL: _____

DATES OF TRAVEL: _____

CHARGE CODE/INCIDENT#: _____

ARE YOU ON THE CREW CHIEF OPTION TEMPLATE?   YES: _____   NO: _____

EXPENSES CLAIMED   **METHOD OF PAYMENT**

EXPENSE CATEGORY	GOVERNMENT CHARGE CARD	PERSONAL FUNDS USED
Airfare ***		
TMC Fee ***		
Lodging **		
Rental Car **		
Rental Car Fuel **		
Telephone		
Parking Fees **		
ATM Withdrawal **		
ATM Bank Fee **		
ATM CC FEE (1.9%)*		
Taxi Fare(s)		
Other		
Other		

*   Amount of advancement + Bank Fee X .019 = ATM CC Fee
**   Receipts required for all charges made using the government charge card. Your travel voucher
        will not be processed without required receipts.
***   Itinerary/Ticket receipt required for all airline travel.

POV Mileage claimed: _____   x 1 way = _____
                                        x 2 way = _____

Comments:

Note: Complete Travel Worksheet on reverse side.

NAME:

DATE	TIME	DEPART CITY/STATE	ARRIVE CITY/STATE	LODGING COSTS	MEALS						MISC. ITEMS CLAIMED (3)	CHARGE CODE/INCIDENT # (4)
					Purchased (1)			Provided by Fire or Agency (2)				
					B	L	D	B	L	D		

Notes:
1. Check those blocks that indicate meals that **you purchased.**
2. Check those blocks that indicate meals that **were provided by a fire or agency.**
3. Miscellaneous items and amount (e.g., Laundry $5, Lodging Taxi $6.24, Tax $35, Phone Calls $0.85, Toll Booths $2.50, etc.).
4. Complete charge code (e.g., LLAK9F5200.LF200000.HU0000.LFSPD4570000).