



ADMINISTRATIVE USE ONLY

| | | | |
|---------------------------------------------|-------------------|------------------|----------------------------|
| (1) EMP. STATE ID # (REQ.) | (2) DOCUMENT DATE | (3) BANNER ID #: | (4) DOCUMENT AMOUNT |
| (5) COVERED (FROM) | (6) COVERED (TO) | | (7) T.A. # (IF APPLICABLE) |
| (8) COLLECTIVE BARGAINING ID - UNIT CLASS # | | (9) PAYEE TITLE | |
| (10) PAYEE NAME AND ADDRESS | | | |
| (11) PAYEE SIGNATURE | | | (12) DATE |

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|----------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------|--|---------------------------|--|
| | | ADVANCED PETTY CASH (IF APPLICABLE) | | | |
| I ACKNOWLEDGE THAT THE AMOUNT STATED IN BLOCK 13 WAS GIVEN TO ME AS AN ADVANCE AGAINST THE AMOUNT OF TRAVEL AND MUST MAKE A REIMBURSEMENT TO UCH MC5105. | | (13) AMOUNT | | (14) PAYEE'S SIGNATURE | |
| (15) REMARKS, EXPLANATION OF UNUSUAL ITEMS, ETC. | | | | | |
| | | | | | |
| | | | | (16) AUTHORIZED SIGNATURE | |

(17) INDICATE IF COMMUTATION EXPENSES HAVE BEEN CLAIMED ON THIS TRAVEL VOUCHER BY CHECKING THE APPROPRIATE BOX ON THE RIGHT. ☐ YES ☐ NO

[illegible]

I CERTIFY THAT I MAINTAIN AUTOMOBILE INSURANCE IN THE AMOUNT OF \$50,000/\$100,000 IF USING MY PERSONAL CAR FOR BUSINESS RELATED PURPOSES

| | | | | | | EMPLOYEE EXPENDITURES | | | | | | | |
|-------------------------|-------------|----|-----------|--------|-----------------------------------------------------------------------------------------------|-----------------------|-------------|-------------------------|-----------------|----------------------------------------------------------------------|--------|----------------------|--------|
| (27) DATE MO / DA | (28) TRAVEL | | (29) TIME | | (30) TRAVEL BY AUTOMOBILE <input type="checkbox"/> STATE <input type="checkbox"/> PERSONAL | | | | | (32) MEALS B / BRKFST L / LUNCH D / DINNER I / INCIDENTALS | | (33) MISC. EXPENSES. | |
| | FROM | TO | DEPART | ARRIVE | MISC. EXP. PKG., TOLLS, GAS, OI, ETC. | AMOUNT | NO OF MILES | AMOUNT AT PER / MILE | (31) LODGING | CODE | AMOUNT | CODE | AMOUNT |
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| | | | | | SUB-TOTALS | | | | | | | | |

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| | | GRAND-TOTAL | | |
| | | AGENCY CERTIFICATION | | |
| (34) DATE APPROVED | | (35) AMOUNT APPROVED | | (36) GENERAL ACCOUNTING APPROVAL |