

**TRAVEL VOUCHER WORK SHEET**  
**Complete After Trip**

Name: \_\_\_\_\_

**Departure Time:**

Date \_\_\_\_\_ Hour \_\_\_\_\_  
 (Time leaving Lubbock or arrival time at Lubbock airport)

Destination: \_\_\_\_\_

**Return Time:**

**Enter total amount for each category.**

Air Fare: \_\_\_\_\_ Taxi: \_\_\_\_\_  
 From: \_\_\_\_\_

Date \_\_\_\_\_ Hour \_\_\_\_\_

Registration: \_\_\_\_\_ To: \_\_\_\_\_

Parking: \_\_\_\_\_

Abstract: \_\_\_\_\_ From: \_\_\_\_\_

Other: \_\_\_\_\_

To: \_\_\_\_\_

Rental Car : \_\_\_\_\_

Personal Car Mileage: \_\_\_\_\_ miles @ .505/ea \_\_\_\_\_ Gas: \_\_\_\_\_

**Meals :**

<u>Date</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Lodging</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Total All Expenses:** \_\_\_\_\_

**Total Meals** \_\_\_\_\_

**Total Lodging** \_\_\_\_\_

*Complete section below, if claiming mileage*

DATE	RECORD OF TRANSPORTATION AND DUTIES PERFORMED	MILEAGE POINT TO POINT