

GRINNELL COLLEGE

International Travel Expense Voucher



Claimant's name: _____

Claimant's address: _____

Trip to: _____

Purpose: _____

Dates: _____

Claimant's Signature: _____

Approved by: _____ Date: _____

PLEASE READ CAREFULLY:

This voucher must be used when claiming reimbursement for expenses incurred while traveling on College business. Claimant should keep an accurate record of expenses and attach itemized receipts. If a travel advance has been issued, its date and amount should be noted.

THE COLLEGE DOES NOT REIMBURSE FOR EXPENSES OTHER THAN THOSE INCURRED IN THE COURSE OF OFFICIAL BUSINESS.

Date	Meals			Lodging	Transport.	Misc.	College Credit Card	Foreign Currency #1	Foreign Currency #2	U.S. \$
	B.	L.	D.							

Remarks:

Totals