CITY OF BIG RAPIDS
EXPENSE VOUCHER

Vendor # NAME:	DATE RECEIVED BY HR OFFICE	DATE REIMBURSED

When travel is involved, reimbursements must be accompanied by a receipt (one that shows who was there, what business was discussed, number of meals and food purchased) in order to be reimbursed. The reimbursement is non-taxable to the employee and will be reimbursed through the accounts payable process.

TRAVEL AUTHORIZATION NUMBER: 17-18-

DATE	DESCRIPTION	PERSONAL CAR		HOTEL	MEALS	OTHER	TOTAL
		MILES	AMOUNT				
	Who: What: Where: Why:		53.5 cents				
	Who: What: Where: Why:		53.5 cents				
	Who: What: Where: Why:		53.5 cents				
	Who: What: Where: Why:		53.5 cents				
SUMMARY TOTALS							
ACCOUNT NUMBER(s)							
			TOTAL AMOUNT OF VOUCHER				

I certify that all items of expense included on this voucher were incurred in the discharge of authorized official City business

Signature of Claimant Date

Human Resource Approval Date

Signature of Supervisor Date