

# Travel and Meal Expense Voucher

Department

Fisheries and Wildlife Sciences

VT Travel ver. 7.5

**\*\*SPONSORED PROGRAM\*\***

VA Tech ID No.: 904000000

Name and Mailing Address of Traveler

Walter Smith  
106 Cheatham Hall  
Blacksburg, VA 24061

Contact: Jane Miller 231-6644

I hereby certify that expenses listed below were incurred by me on official business of the Commonwealth of Virginia and include only such expenses as were necessary in the conduct of this business.

Signature of Traveler \_\_\_\_\_

Date: \_\_\_\_\_

Title: Associate Professor

I hereby certify that the travel undertaken and/or business meal expense in this reimbursement voucher claimed has been reviewed and approved as necessary for the conduct of business for the Commonwealth.  
**(Signed by Traveler's Supervisor or Designee.)**

Supervisor or Designee: Dr. Eric Hallerman

Date \_\_\_\_\_

Supervisor or Designee Title: Department Head

State Employee? Y

State Car Available? Y

Date	2. Location at which expense was incurred. Points between which travel was necessary. Method of transportation used and mileage rate allowed. Each days expense must be shown separately.	3. Miles Total Miles	4. Mileage @ 0.38	5. Meals		6. Lodging	7. Other (Itemize in Second Column)	AMOUNT
				No.	Amount			
2008								
6/16	Left Virginia to Abingdon, VA in POV @ 6:30am	223.	84.740					84.740
6/16	M&IE, Lodging Quality Inn and Suites			3	30.00	105.44		135.440
6/17	M&IE, Lodging Quality Inn and Suites			3	39.00	105.44		144.440
6/17	Receipt --Food City purchased Dry Ice						8.63	8.630
6/18	M&IE, Lodging Quality Inn and Suites			3	39.00	105.44		144.440
6/19	M&IE, Lodging Quality Inn and Suites			3	39.00	105.44		144.440
6/19	Receipt --Food City purchased Dry Ice						13.65	13.650
6/20	M&IE			3	30.00			30.000
6/20	Left Abingdon, VA to VT in POV @ 9:30am	223.	84.740					84.740
<b>Totals</b>		<b>446.</b>	<b>169.480</b>	<b>15</b>	<b>177.00</b>	<b>421.76</b>	<b>22.28</b>	<b>790.52</b>

### Purpose of Trip

Field Work

Fieldwork

Total Sheet 2	0.00
Total Sheet 3 & 4	0.00
<b>Total of Voucher</b>	<b>790.52</b>
Amount Disallowed	0.00
<b>Amount Certified for Payment</b>	<b>790.52</b>

Voucher Date: \_\_\_\_\_

Orgn Number	Fund Number	Account Code	Activity Code	Voucher No.	Amount
000900	4xxxxx	12880			177.00
000900	4xxxxx	12820			169.48
000900	4xxxxx	12850			421.76
000900	4xxxxx	13430			22.28
Reviewer's _____ Check No. _____ Check Date _____					<b>Total Voucher 790.52</b>