

TRAVEL VOUCHER

Daedalians and Daedalian Foundation

NAME				
ADDRESS				
DATE OF TRAVEL				
REASON FOR TRAVEL				
		COST PER ITEM	COMMENTS	TOTAL
NUMBER OF DAYS TRAVELED	X	Food – Daily Per Diem \$25		
	X	Incidental Costs \$10		
TRANSPORTATION – <i>Reimbursement for mileage should not exceed regular airfare rate.</i>				
Airfare – Coach or Business Class				
Transport to/from Airport				
OR				
Mileage		Government Rate of _____		
LODGING				
MISC.				
TOTAL CLAIMED				

Accounting Code _____ Approval _____