IV. SUBSISTENCE

Date Mo/Day	Day of Week	Actual Breakfast	Actual Lunch	Actual Dinner	Actual Total Meals	Total Allowed Meals	Hotel Room Cost per night	Daily Total
Total								

(Line 1)

V. TRAVEL BY PRIVATE AUTO

Date	From To	Miles Traveled
	Total Miles Traveled	

_____ x _____ = $_____

Total miles traveled cents per mile

(Line 2)

VI. TRAVEL BY RENTAL VEHICLE

Date	From To	Amount
	Travel by Rental Vehicle	

(Line 3)

VII. OTHER AUTHORIZED EXPENSES

Date	Items	Amount
	Total Other Expenses	

(Line 6)

VIII. TRAVEL BY PUBLIC CARRIER

Date	From To	Air	Bus	Rail	Total
	Total Travel by Public Carrier				

(Line 4)

IX. REGISTRATION FEES

Date	Description	Amount
	Total Registration Fees	

(Line 5)

X. WORKSHEET FOR ESTIMATED COSTS

	ESTIMATED COSTS
Airfare	$
Meals (_____ Days @ $_____/Day)	$
Lodging (_____ Days @ $_____/Day)	$
Registration Fee	$
Rental Car (_____Days @ $ _____/Day)	$
Other:_____	$
_____	$
_____	$
Total Extimated Costs	$

Please refer to the "MUW Travel Policies and Procedures Manual" and the "State Travel Information Booklet" in order to complete this voucher correctly. If you have any questions after referring to these guides, please call the Comptroller's Office.

Each individual is responsible for his/her own travel voucher. This voucher will be returned to the traveler if submitted incorrectly.