

Travel Expense Voucher – 8-10-04 Instructions

This document will do the calculations for you.

Complete the information required in the shaded cells.
Use the Tab key to move to the next field.

There are two pages.

Page One – Expense Voucher

Claimant

1. Fill in your name and work location.

This Voucher is For

1. Check the box on the appropriate line and fill in the location and dates of the event.

Transportation

1. Fill in the dates of travel.
2. Check boxes for any applicable modes of transportation.
3. For automobile travel, fill in the miles driven.

Meeting Registration Fee

1. Check boxes for any applicable types of expenses.

Page Two – Daily Expenses Worksheet

The worksheet will perform all the required calculations on the data you enter here and will carry the totals forward to the Expense voucher.

Review the Expense Voucher worksheet

1. Make sure that you have checked a box in any row that contains an amount.
2. Sign the voucher and submit it for approval.

Tip: Before completing the form, you should consult LACERA's [Education and Travel Policy](#) for guidance on which and how much of your expenses are subject to reimbursement.