## GRINNELL COLLEGE

## International Travel Expense Voucher

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## Claimant's name: Claimant's address: Trip to: Purpose: Dates: Claimant's Signature: Approved by: Date:

## PLEASE READ CAREFULLY:

This voucher must be used when claiming reimbursement for expenses incurred while traveling on College business. Claimant should keep an accurate record of expenses and attach itemized receipts. If a travel advance has been issued, its date and amount should be noted.

THE COLLEGE DOES NOT REIMBURSE FOR EXPENSES OTHER THAN THOSE INCURRED IN THE COURSE OF OFFICIAL BUSINESS.

Date	Meals B.	L.	D.	l adeine	Transport.	Misc.	College Credit Card	Foreign Currency #1	Foreign Currency #2	U.S.
Date	ь.	<u>L.</u>	<b>.</b>	Lodging	Transport.	IWISC.	Credit Card	Currency #1	Currency #2	\$
Remarks:						Totals				
						x Conversion Rate				
						= U.S.				
				Total U.S.						
				Less Advance						
				Total Reimbursement						
				-						
				Account Number:						
			-							