GRINNELL COLLEGE

International Travel Expense Voucher

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						College	Foreign	Foreign	U.S.
	B.	L.	D.	Lodging	Transport.	Misc.	Credit Card	Currency #1	Currency #2	\$

Remarks: ₹otals