

ORTHODOX CHURCH IN AMERICA  
DIOCESE OF THE MIDWEST  
5037 WEST 83RD STREET, BURBANK, ILLINOIS 60459

TRAVEL EXPENSE VOUCHER

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Date(s) from: \_\_\_\_\_ to: \_\_\_\_\_

from: \_\_\_\_\_ to: \_\_\_\_\_

TRANSPORTATION:

Air	\$	_____	
Bus, Rail	\$	_____	
Personal Vehicle		_____ miles @ _____	\$ _____
Taxi, Car Service	\$	_____	
Vehicle rental	\$	_____	
Parking	\$	_____	
		Subtotal:	\$ _____

ACCOMODATION:

Lodging	\$	_____	
Meals	\$	_____	
Telephone	\$	_____	
		Subtotal:	\$ _____

OTHER: (please explain) \_\_\_\_\_  
Subtotal: \$ \_\_\_\_\_

**PLEASE NOTE:** **TOTAL** \$ \_\_\_\_\_  
**SUPPORTING**  
**RECEIPTS MUST BE**  
**ATTACHED**

*Certification Statement:*

*I hereby attest that this is a true and accurate claim for expenses incurred as part of my official duties on behalf of the Church and that I have not received payment for these expenses from any other source.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*