

Westminster College

Reimbursement Voucher for Faculty or Staff Travel

Requestor's Information:

Full Name: Manoj Ghimire

Email: manoj.psd.ghimire@gmail.com

Faculty/Staff: Staff

Department: Academic - Humanities

Department Chair: matthew Vore

Travel Information:

Address: 4222 State Road H

Fulton, MO 65251, United States

Travel start date: 2018-10-17

Travel end date: 2018-10-17

Travel Expenses:

Account number to use for charges: 456564456455

Airfare expenses: \$0.00

Personal auto expense: \$0.00

Lodging expense: \$0.00

Meal expense: \$0.00

Registration and fees expense: \$0.00

Miscellaneous: \$0.00

Total estimated expense of this trip: \$0.00

Notes and comments:

Signature of traveller: _____

Date: 29.10.2018

Approvals:

Signature of Supervisor: _____

Date: _____

Signature of Vice President: _____

Date: _____

Total amount approved: _____

Total amount charged to account: _____