

Westminster College

Reimbursement Voucher for Faculty or Staff Travel

Requestor's Information:

Fullname: Manoj Ghimire
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: 2018-10-29
Travel end date: 2018-10-31

Travel Expenses:

Account number to use for charges:	3234456465654
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
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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: _____