

# 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:** 2018-10-04

**Travel end date:** 2018-11-01

### Travel Expenses:

**Account number to use for charges:** 654564454

**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: \_\_\_\_\_