



CITY OF HAMPTON
Travel Expense Voucher

Date: _____

Employee Name: _____

Department: _____

Automobile Used:		
Year:	Make:	License No.
Dates of Travel:	From:	To:

Enter each trip separately below:

Date	Speedometer Reading		Miles	Departure	Destination	Explanation
	Beginning	Ending				
	TOTAL MILES			X		Cents = \$

I hereby certify that the above automobile was used for the listed trips and the total mileage expense of \$ _____, hereby requested, is true and correct and has not been previously requested

_____ EMPLOYEE SIGNATURE _____ DEPARTMENT HEAD APPROVAL