

**Town of Friday Harbor Travel Expense Voucher**  
**Must be submitted to Accounts Payable within 10 days of return to work.**

Name: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_  
 Name of Class/Purpose: \_\_\_\_\_  
 Destination Address: \_\_\_\_\_  
 Driving: Own Vehicle      Town Vehicle      Other: \_\_\_\_\_

Expenditures							
Date	Meals			Lodging	Registration	Misc	Notes
	Breakfast	Lunch	Dinner				
Total							

Totalled Expenses	
<b>Actual Expenses</b>	
Meals	_____
Lodging	_____
Registration Fees	_____
Misc Expenses	_____
Sub-Total	_____
<b>Additional Expenses</b>	
Ferry Fare	_____
Mileage _____ @ 0.655	_____
Advanced Travel (Negative Amount)	_____
Check No _____	_____
<b>Due to Recipient</b>	_____
<b>Due to Town</b>	_____

I hereby certify under penalty of perjury that this is a true and accurate claim for necessary expenses incurred by me, and that no other payment has been received on account thereof.

\_\_\_\_\_  
 Employee Signature & Date

\_\_\_\_\_  
 Department Head Signature & Date

\_\_\_\_\_  
 Town Administrator Signature & Date

Reminders	
Mileage:	Calculated based on Google Maps. <a href="https://www.google.com/maps">https://www.google.com/maps</a> Starting point is 2100 Ferry Terminal Rd, Anacortes, WA.
Meals:	Allowed for destinations that require an overnight stay or is 60 mi round trip from the Anacortes Ferry Terminal. Meals for others and alcoholic beverages will not be reimbursed.
Receipts:	Must be itemized or cannot be reimbursed.
Registration:	Must be attached to reimbursement.
Tips:	15% reimbursement is allowed.