

LAW SCHOOL ADMISSION COUNCIL

TRAVEL EXPENSE VOUCHER

- See reverse side for expense guidelines.
- Return first two copies to Member Support Services, Law School Admission Council, P.O. Box 40, Newtown, PA 18940 USA.
- Retain the third copy for your income tax records.
- Receipts are required for all expenses \$25 and higher.

Name _____

Period Covered _____

Purpose of Trip _____

Transportation (Please attach ticket stubs)	From	To	Amount
<input type="checkbox"/> One Way <input type="checkbox"/> Round Trip <input type="checkbox"/> Rail <input type="checkbox"/> Air <input type="checkbox"/> Auto	_____	_____	
<input type="checkbox"/> One Way <input type="checkbox"/> Round Trip <input type="checkbox"/> Rail <input type="checkbox"/> Air <input type="checkbox"/> Auto	_____	_____	
<input type="checkbox"/> One Way <input type="checkbox"/> Round Trip <input type="checkbox"/> Rail <input type="checkbox"/> Air <input type="checkbox"/> Auto	_____	_____	
Personal Automobile Total Mileage _____ (note total miles driven and staff will compute reimbursement, using current guidelines)			
Hotels (Please attach receipts) _____			
Meals _____			
Other Expenses _____			

Exception Notation (For additional space attach separate sheet.)

Signature: _____ Date: _____

Address for Reimbursement Purposes:

Subtotal ▶	
Mileage ▶	
Less Personal Expenses ▶	
Amount to be Reimbursed ▶	

FOR OFFICE USE ONLY		
Authorized Signature	Account Code	Amount \$