TRAVEL AND	OTHER EXPENSE	S REIMBURSE	MENT VOL	JCHER			ICLE USE STATE						
rev. 12/20/17						PERSONAL VEHICLE COST BENEFICIAL TO STATE - MILEAGE RATE OF \$0.545 USED							
AGENCY/Agency # 606					STATE VEHICLE NOT AVAILABLE OR ACCESSIBLE - MILEAGE RATE OF \$0.545 USED  PERSONALLY OWNED VEHICLE USED FOR OWN CONVENIENCE - FLEET RATE OF \$0.246 USED								
Employee/Ven	ndor ID #:					_				LEET RATE OF S	\$0.246 USED		
LAST NAME:			FIRST:			STATE VEHI	CLE USED - NO MI	LEAGE REQUESTE	D				
ADDRESS:						I HERERY CE	ΕΝΤΙΕΎ ΤΗ ΔΤ	EXDENISES I I	STED BELOW	/ WERE IN	CLIRRED BY N	Æ ON	
STREET: CITY:		I HEREBY CERTIFY THAT EXPENSES LISTED BELOW WERE INCURRED BY ME ON											
STATE:						OFFICIAL BUSINESS OF THE COMMONWEALTH OF VIRGINIA AND INCLUDE ONLY SUCH EXPENSE AS NECESSARY IN THE CONDUCT OF THIS BUSINESS							
ZIP:						SIGNATURE OF		<u>JJANT IIV I II</u>	<u>E CONDUCT</u>	OF THIS B	USIINESS .		
	•			,									
Hotel Direct Bi		Yes					1						
SPCC account						Printed Name:							
State Employe		Yes		_		TITLE:				DATE:			
Board/Council Member/Other Yes				I HEREBY CERTIFY THAT EXPENSES LISTED IN THIS REIMBURSEMENT VOUCHER									
Accommodation	·	Yes		_		HAVE BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF							
Routine Trave	el Justification Fo	rm Yes				BUSINESS FOR THE COMMONWEALTH							
						SIGNATURE OF	TRAVELER'S SUI	PERVISOR :					
	Departed from Ho	ma Addrass		Datumand to Us	ama Addrass								
	Departed from Off			Returned to Of		Printed Name:	DENINI SWEE	TENBURG-LEE	<del></del>				
	Departed from Off	ice		Returned to O	ince	TITLE:		TRAINING PRO		DATE:			
1. DATE	2. LOCATION AT WHICH EXPENSE WAS INCURRED, POINTS BETWEEN WHICH TRAVEL WAS NECESSARY, METHOD OF TRANSPORATATION USED AND MILEAGE RATE ALLOWED  EACH DAY'S EXPENSES SEPARATELY					3. TOTAL MILES TRAVELED	4. MILEAGE EXPENSE	5. MEALS AMOUNT	6. LODGING	7. PLANE OR TRAIN TICKETS, CABS, & BAGGAGE FEE	8. OTHERS	AMOUNT	
						MILEAGE RATE:	0.545						
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	ACCOUNT (OBJECT) CODES					5012820	5012880	5012850	5012830				
		TOTALS				0	0	0.00	0.00	0.00	0.00	0.0	
I certify that all	computations are co	orrect and that all	necessary ar		age (p. 1 & 2) ocumentation a	<b>o</b> re attached. Initi	als:			TERV page 2 GRAND TOTA	_	0.00	
Purpose of Trav	vel:				1	**** Use colu	mn "8. OTHERS	" for parking an	d toll fees paid	(Account (Ob	oject) Code 5012	850)	
	Conference	ce	Education	1	_		OTHER ACCOL	JNT (OBJECT) (	CODES TO USE:	:			
Training Field Work  x Presentation Other						TUITION REIM		5012250					
					TRAINING	EODMATION.	5012270						
Explanation:						1	TECHNOLOG	GY TRAINING	5012280				
							RENTAL CAR 8		5012840				
FY	BU	Dept.	Cost Center	Program	Fund	Project	Task	Agency Use 1	Account	Ar	mount		
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FY	BU	Dept.	Cost Center	Program	Fund	Project	Task	Agency Use 1	Account	Ar	nount		
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FY	BU	Dept.	Cost Center	Program	Fund	Project	Task	Agency Use 1	Account	Ar	nount		
FY	BU	Dept.	Cost Center	Program	Fund	Project	Task	Agency Use 1	Account	Δr	nount		
	50	Бері.	cost center	Togram	Tullu	Troject	idak	Agency Use 1	Account	All	nount		
FY	BU	Dept.	Cost Center	Program	Fund	Project	Task	Agency Use 1	Account	Ar	nount		

1. DATE	LOCATION AT WHICH EXPENSE WAS INCURRED, POINTS BETWEEN WHICH     TRAVEL WAS NECESSARY, METHOD OF TRANSPORATATION USED AND     MILEAGE RATE ALLOWED     SHOW EACH DAY'S EXPENSES SEPARATELY	3. TOTAL MILES TRAVELED	4. MILEAGE EXPENSE	5. MEALS AMOUNT	6. LODGING	7. PLANE OR TRAIN TICKETS, CABS, & BAGGAGE FEE	8. OTHERS	AMOUNT
		MILEAGE RATE:	0.545					
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Total Amount (page 2) 0 0.00 0.00 0.00 0.00 0.00								\$0.00
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	ACCOUNT (OBJECT) CODES		5012820	5012880	5012850	5012830		