



**ILLINOIS ASSOCIATION OF COLLEGIATE REGISTRARS  
AND ADMISSIONS OFFICERS  
EXPENSE VOUCHER**

Name: \_\_\_\_\_

Address to which check is to be mailed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TRIP SUMMARY:** Purpose \_\_\_\_\_  
 Place \_\_\_\_\_ Date \_\_\_\_\_

**TRANSPORTATION**

Point of Departure	Mode of Travel	Amount
FROM:	Miles @ .54 per mile	
TO:	Other	
FROM:		
TO:		
<b>Total Transportation</b>		\$

**LODGING**

Number of days \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
 Number of days \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

**Total Lodging Charges** \$

Comments \_\_\_\_\_

Miscellaneous (Itemize) \_\_\_\_\_

**Total Miscellaneous Charges** \$  
**Total Expenses** \$

*My signature confirms that these expenses were incurred on behalf of IACRAO and that my college/ university is not reimbursing me for these expenses.*

Signed \_\_\_\_\_

Date \_\_\_\_\_

06/2014

Check number	Date	Account	Posted
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