MISGA DIVISION ___ EXPENSE VOUCHER

PHONE _____

DATE____

ADDRESS			_ E-MAIL			
CITY	STATE				ZIP	
	* Attach all available receipts/invoices. * Official mileage is payable at \$0.655 per mileMILES Enter under TRAVEL \$ * Use this specific form for expenses chargeable to your Division and NOT to MISGA. * Forward this completed form (signed & dated) to your Division Director for approval and processing					
DATE	DESCRIPTION	TRAVEL \$	PRINT \$	POSTAGE \$	OTHER \$	OTHER \$
	COLUMN TOTALS \$					
TOTAL ALL COLUMNS >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>						
	Signature/Date					
		PAID	Date	Check #	Division Fina	ancial Officer
APPROVED:	Division Dire	ector	Date			

NAME

^{***} Typed names on this form are accepted as electronic signatures ***