

Document Number (Finance Use Only)
 TL370

TRAVEL VOUCHER
 (Conservation Congress Only)
 Form 9300-139C (Rev. 10/15)

Last Name		First Name		MI	Justification of Exceptions:
Home Address					
City		State	ZIP Code	Phone Number	
Social Security Number : XXX-XX-					

MM / DD	Purpose of Travel	City of:		Time of:		Private Vehicle			Lodging Use (X) if Direct Billed	Meals Incl. Tax & Tip			Other Allowable Items		Total for Day
		Departure	Destination	Departure	Return	Miles	Rate	Amount		morn.	noon	Even.	Item:	Amount:	
Totals															

Finance Use Only:	Audited by =====>	<input type="radio"/> NR	<input type="radio"/> SCR	<input type="radio"/> WCR	Date	Other Approvals/Date	Audited Finance =====>	Date
	<input type="radio"/> NER	<input type="radio"/> SER						

Object Code 2165	PC Business Unit	Project ID	ACTV	Source Type	Category ID	Subcategory ID	GL Business Unit	Budget Ref	Fund	APPR	Department ID	Amount
7340000	37000	3700000000000003	PROGRAMMGMT	TRAVL	CTY00	LS001	37000	FY2016	21200	86100	3708821104	\$

Certification

CLAIMANT'S STATEMENT, S. 16.53, Wis. Stats.: I declare, under penalties of perjury, that this account of travel expenses is true and correct and in conformity with applicable Wisconsin statutes and related travel guidelines and instructions or pertinent collective bargaining agreements. This claim represents reasonable and actual expenses necessarily incurred by me personally in the performance of my official duties and no portion of this claim was provided free of charge or covered by a special registration fee, or previously reimbursed to me by the State of Wisconsin or any other source.

Claimant's Signature:	Date Signed
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Supervisor's Attestation: I certify that I have reviewed this travel claim and find it to be reasonable, proper, and in conformity with applicable statutes, travel guidelines, and/or collective bargaining agreements, to the best of my knowledge.

Supervisor's Signature:	Date Signed
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Audited pursuant to Chapter 16 of the Wisconsin Statutes and allowed in accordance with the provisions of Chapter 20 as shown above. Certified to the State Treasurer payable from fund shown above. Materials and/or services claimed certified as having been received or delivered.