

LEGISLATURE

STATE OF MAINE

TRAVEL AND EXPENSE ACCOUNT VOUCHER

AGY.

NUMBER

GAX 30A

FIRST VOUCHER

CHANGE OF ADDRESS

CHANGE OF NAME

TRAVELER'S NAME AND ADDRESS (PAYEE)
VENDOR NO.

MAINE STATE LEGISLATURE
EMPLOYEE'S HEADQUARTERS
EMPLOYEE'S RESIDENCE

DESTINATION: Augusta, ME
PURPOSE OF TRAVEL

Table with columns: DATE (Month, Day), EXPLANATION OF EXPENDITURES, TRANSPORTATION (AUTOMOBILE AMOUNT, OTHER AMOUNT), LODGING AMOUNT, MEAL EXPENSES (LIST MEALS, AMOUNT), OTHER EXPENSES (ITEM, AMOUNT), PER DIEM. Includes sub-headers for Tolls, parking, etc. and (Receipt Required).

EXPENDITURE CODING: FUND, AGY, ORG., APPR.
TOTALS: Instate 4270, Out-of-State 4380, Non-State 4970
Misc. Exp. C&O AMT 3890 97

(MEMO ONLY) CHARGES DIRECT BILLED
VENDOR NAME:
TRANSPORTATION \$, OTHER \$
UNUSED TRAVEL ADVANCE: DATE, CASH REC#, AMOUNT
TOTAL CLAIMED LESS ADVANCE BALANCE DUE

I certify that the amounts are in accordance with applicable regulations, the detailed items charged were actually paid, and the expenses were occasioned by official business.

and is in accordance with all applicable regulations.

I certify that the above travel expenditures are within the specified limits.

(SIGNATURE OF TRAVELER) (DATE)

(Signature of official authorized to approve Expense Account) (DATE)

(SIGNATURE OF EXEC. DIR. OR DESIGNEE) (DATE)