



DELTA-MONTROSE TECHNICAL COLLEGE

1765 Hwy 50 - Delta, Colorado 81416 - Bus (970) 874-7671 - Fax (970) 874-8796

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EXPENSE VOUCHER

NAME OF EMPLOYEE: _____ DATE: _____

EXPENSES FOR: _____ FROM: _____ TO: _____

DATE	ITEMIZED EXPENSES: Lodging, Airfare, Meals, Transportation, Mileage, etc.	MISC	ROOM	TELE	TRANS	MEALS			TOTAL
						B	L	D	
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

CHARGE TO PROGRAM: _____

EMPLOYEE SIGNATURE: _____

ACCOUNT #: _____

APPROVED BY: _____