

**RESA 2  
TRAVEL EXPENSE ACCOUNT**

PO# \_\_\_\_\_  
 Emp# \_\_\_\_\_  
 Acct# \_\_\_\_\_  
 Date \_\_\_\_\_  
 In Region \_\_\_\_ Out of Region \_\_\_\_\_

Name \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 \_\_\_\_\_  
 RESA Employee \_\_\_\_; Consultant \_\_\_\_; Other \_\_\_\_\_

Date	From	To	Miles	Amount	Hotel	Meals	Other	Total
<b>TOTAL EACH COLUMN</b>								

List purpose of each trip below

TRAVEL DOCUMENTATION

Date	Purpose of Travel	Agency/Person Visited

*I, the undersigned, do solemnly swear the above expense accounting is just, accurate and true, and is claimed for cash expended for the purpose(s) itemized on this statement.*

\_\_\_\_\_  
 Signature of Person Filing Voucher

\_\_\_\_\_  
 RESA 2 Executive Director

\_\_\_\_\_  
 Date