FORM
A20-A
(Rev. 8/95)

STATE OF WASHINGTON
TRAVEL EXPENSE VOUCHER

INSTRUCTIONS: *Submit required receipts for miscellaneous and reimbursable expenses with this voucher. See Part 4, Chapter 2 — Travel and Transportation Regulations of the State of Washington Policies, Regulations and Procedures manual.*

EXPLANATION: ON BACK OF FORM ① ② ③ ④ ⑤

AGENCY NAME	AGENCY NO.	NAME AND ADDRESS OF CLAIMANT	MONTH/YEAR	REGULARLY SCHEDULED WORK HOURS
			TELEPHONE NUMBER ( )	OFFICIAL STATION
				OFFICIAL RESIDENCE

DATE	TRIP INFORMATION				PER DIEM						MOTOR VEHICLE						
	FROM	TO	TRIP TIME		PER MEAL ENTITLEMENT ①			SUB TOTAL ②	LODGING COSTS (Receipt Req'd) ③	TOTAL ④	MILES DRIVEN		REIMBURSEMENT RATE	MILEAGE ALLOWANCE	OTHER PER DETAIL	GRAND TOTAL	PURPOSE OF TRIP ⑤
			DEPART	RETURN	B	L	D				PT. to PT.	VICINITY					
TOTALS																	

DETAIL OF OTHER EXPENSE

DATE	PAID TO	FOR	AMOUNT

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

SIGNATURE | DATE

APPROVED BY: | DATE

DOC. DATE	PMT DUE DATE	CURRENT DOC. NO.	REF. DOC NO.	VENDOR NUMBER	VENDOR MESSAGE	USE TAX	UBI NUMBER

REF DOC SUF	TRANS CODE	MOD	FUND	MASTER INDEX: APPN INDEX	MASTER INDEX: PROGRAM INDEX	SUB OBJ	SUB SUB OBJECT	ORG INDEX	WORK CLASS / ALLOC	COUNTY / BUDGET UNIT	CITY/TOWN / MOS	PROJECT	SUB PROJ	PROJ PHAS	AMOUNT	INVOICE NUMBER

ACCOUNTING APPROVAL FOR PAYMENT | DATE | WARRANT TOTAL | WARRANT NUMBER

A20-2 * * f

① See rate tables in SCHEDULES A & B in Subsection 4.2.1.2.2 of the State of Washington Policies, Regulations, and Procedures manual.

② When the employee is in travel status for the entire day, enter the applicable total subsistence amount instead of the individual meal amounts—see rate tables in SCHEDULES A & B of Subsection 4.2.1.2.2.

③ Attach lodging receipt to verify cost.

④ Cannot exceed the maximum per diem rate established for a particular city or locality UNLESS the criteria contained in Subsection 4.2.1.2.5 (Lodging Exception to the Maximum Allowable Per Diem Rate) are met.

⑤ Back of form may be used for additional detail.