

P-15 Travel Expense Voucher

This form is to be used for travel expense reimbursement. The form may also be used for reimbursable expenses when travel is not involved.

Instructions:

1. Enter the name(s) of the property or properties to which the travel was necessary.
2. Enter your name, and date you are completing the form.
3. Enter the date(s) of travel.
4. Enter the amounts for which you are claiming reimbursement. Receipts **MUST** be attached.
5. Enter the total amount of reimbursement due and the amount advanced to you by the company if applicable.
6. Enter the balance due and indicate if it is owed to you or the company.
7. Submit to the Controller for review and reimbursement.