**WESTERN MICHIGAN UNIVERSITY**  
TRAVELEXPENSE VOUCHER  
http://www.wmich.edu/travel/

**EMPL ID**: 12345  
**TRAVEL AUTH. #**: 10532  
**PAYEE**: First and Last Name  
**ADDRESS**: Your home address  
**ADDRESS**: Your city, state, zip  
**DEPARTMENT CONTACT**: Office of Clinical Experiences  
**PHONE**: 7-3466

**TRANSPORTATION - AIR, BUS, RAIL, PERSONAL CAR**  
<table>
<thead>
<tr>
<th>Departure</th>
<th>Return</th>
<th>From</th>
<th>To</th>
<th>Car Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>multiple</td>
<td>multiple</td>
<td>WMU main campus</td>
<td>various school sites</td>
<td>124.6</td>
</tr>
</tbody>
</table>

**MILEAGE REIMBURSEMENT RATE**: 0.545  
**Total Car Miles**: 125  
**Mileage Expense**: $67.91  
**Ticket Expense**: $0.00  
**Total Transportation**: $67.91

**LODGING**  
<table>
<thead>
<tr>
<th>Date</th>
<th>City, State</th>
<th>Name of Hotel</th>
<th>Amount</th>
</tr>
</thead>
</table>

Current Daily Standard Meal Per Diem: Breakfast $13.00, Lunch $14.00, Dinner $23.00, Incidental $5.00 (Includes Tip)  
*The first & last day of travel will be paid at 75% of the Per Diem Rate*

**MEALS**  
<table>
<thead>
<tr>
<th>Date</th>
<th>G</th>
<th>G</th>
<th>G</th>
<th>G</th>
<th>G</th>
<th>G</th>
<th>G</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Meals**: $0.00

**OTHER TRAVEL EXPENSE** (Please itemize including taxis, parking, baggage handling, telephone...etc.)  

**OTHER COST**

**Total Other**: $0.00

**All Employee Reimbursements are paid via Accounts Payable Direct Deposit**

**Signatures**  
Traveler: Jennifer Heymos will sign here  
Supervisor: Jennifer Heymos, Director of Clinical Experiences

**Grac Total**: $67.91  
**Authorized Reimbursement**: $67.91

**Period Covered From**: 11/1/18  
**To**: 11/30/18

*Make a copy for the department and traveler prior to sending the original to Accounts Payable*
Katrina M Goodall

From: [Email redacted]
Sent: Thursday, August 30, 2018 4:01 PM
To: Katrina M Goodall
Subject: Fwd: Travel authorization request for 999.53 USD has been approved.

Sent from my iPhone

Begin forwarded message:

From: <erica.e.ongstad@wmich.edu>
Date: August 27, 2018 at 1:49:02 PM EDT
To: [Email redacted]
Subject: Travel authorization request for 999.53 USD has been approved.

The following travel authorization request has been approved:

Employee ID: [Redacted]
Employee Name: Hegeler, Katherine
Submission Date: 2018-08-24
Travel Auth Description: Travel for 2018-2019
Travel Auth ID: 0000010532
Business Purpose: Off-site Meeting
Total Amount: 999.53 USD
Reimbursement Amount: 999.53 USD

You can navigate directly to the page for more information by clicking the link below:

## Official Travel Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Miles Traveled</th>
<th>School/Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/13/18</td>
<td>37.6</td>
<td>WMU to Gobles Middle School to WMU</td>
</tr>
<tr>
<td>11/14/18</td>
<td>54.8</td>
<td>WMU to Harper Creek Middle to WMU</td>
</tr>
<tr>
<td>11/15/18</td>
<td>32.2</td>
<td>WMU to Galesburg Augusta Middle to WMU</td>
</tr>
</tbody>
</table>

**TOTAL:** 124.6

I certify that all mileage reported was driven in the discharge of authorized official business unless otherwise indicated and that payment is a proper charge against the Office of Clinical Experiences.

[Signature]  [Date]

Add current date
Maps need to show location and # of miles on your travel expense voucher, you can double your miles - you drove there and back.

Miller Auditorium
2200 Auditorium Dr, Kalamazoo, MI 49008
- Head west toward Ring Rd S
  0.1 mi
- Turn left onto Ring Rd S
  1.8 ft
- Turn right onto Western Ave
  108 ft
- Turn right onto Howard St
  0.9 mi
- At the traffic circle, take the 1st exit onto S Kendall Ave
  0.5 mi
- Use the left 2 lanes to turn left onto M-43 W/W Main St
- Continue to follow M-43 W
- Pass by Tim Hortons (on the right in 0.9 mi)
  13.8 mi
- Turn right onto M-40 N
  4.2 mi

Gobles Middle School
409 N State St, Gobles, MI 49055

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly.
34 min (27.4 miles)
via I-94 E
Fastest route, the usual traffic

Miller Auditorium
2200 Auditorium Dr, Kalamazoo, MI 49008

> Take W Michigan Ave and I-94BL E to I-94 E in Comstock Township
16 min (7.8 mi)

> Follow I-94 E to 8 Mile Rd/Beadle Lake Rd in Emmett charter Township. Take exit 100 from I-94 E
16 min (10.8 mi)

> Continue on 8 Mile Rd/Beadle Lake Rd to your destination
3 min (1.7 mi)

Harper Creek Middle School
7350 B Dr N, Battle Creek, MI 49014

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should alter your route accordingly. You must obey all signs or notices regarding your route.
27 min (16.1 miles)
via M-96 E
Fastest route, the usual traffic

Miller Auditorium
2200 Auditorium Dr, Kalamazoo, MI 49008
- Take Ring Rd S to Stadium Dr
  3 min (2.6 mi)
- Take M-96 E and Augusta Dr to N Lincoln St in Augusta
  24 min (14.8 mi)
- Take W Van Buren St to your destination
  1 min (0.4 mi)

Galesburg-Augusta Middle School
750 W Van Buren St, Augusta, MI 49012

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map routes, and you should plan your route accordingly. You must obey all signs or notices regarding your route.