EXHIBIT 40-B-1

1. Agency Name – Virginia Military Institute

2. Enter the name of the person traveling, the address to which the reimbursement check is to be sent and the social security number of the traveler.

3. Check the appropriate block in the Personal Vehicle Use Statement if a personal vehicle is used.

4. The traveler shall sign and date the voucher and indicate whether or not he/she is a State Employee. The traveler's Supervisor shall sign and date the voucher.

5. Column 1 – Enter the year in which the expenses where incurred at the head of the column, and enter the month and day in the column below for each day's expenses.

6. Column 2 – Describe the expense items <u>and locations at which they occurred</u>. All miscellaneous expenses such as telephone, postage, names of toll road, bridges, etc., shall be itemized in this column.

7. Column 3 – The miles traveled between each point visited shall be stated on the voucher whenever a claim is made for reimbursement.

8. Column 4 – Enter the amount claimed for mileage or bus/train fares.

9. Column 5 – Enter all expenses for car rentals and gas/oil expensed for State vehicles.

10. Column 6 – Enter all meal charges in this column with the departure and return times typed in the description column. Meals over $25 shall be listed on a separate line with the name of the additional person in the description column and a meal receipt attached.

11. Column 7 – Enter the amount claimed for lodging for each separate night. Additional hotel expenses such as business calls shall be listed separately in column 8 with the description in column 2.

12. Column 8 – List all other reimbursable expenses, which have not been covered in the preceding columns. A description of each item shall be given in column 2.

13 – 14. **TO BE COMPLETED BY THE COMPTROLLER'S OFFICE.**

1. Check the purpose of trip category. If the trip does not fit into one of the categories, describe the trip in the section below the categories.

2. Total each column and enter the total of the first page.

3. Total each column in sheet 2 and enter the total sheet 2.

4. Enter the grand total.

19. Enter the amount of advance (Athletic Use Only).