

Bi-Weekly Expense/Payroll Expense Voucher

Name: _____ Wage Level: _____ Check# _____

LOST TIME

Day	Date	Hours	Explanation	
Mon				
Tues				
Wed				
Thur				
Fri				
Total				

LOST TIME

Day	Date	Hours	Explanation	
Mon				
Tues				
Wed				
Thur				
Fri				
Total				

MILEAGE

Date	From	To	To	To	Total
Total					

EXPENSES

Date	Parking	Meals	Misc Expenses	Explanation	
Total					

Per Diem: _____ Days @ _____ (City, State) _____

Exe.Bd Allow.	Phone Allow	401K Deductions

Employee Signature

President Date

Secretary-Treasurer Date