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HOUSING AUTHORITY OF THE CITY OF CHARLOTTE, N.C.

DAILY DETAIL OF ACTUAL TRAVEL EXPENSES

(ATTACH ALL REQUIRED RECEIPTS AND VOUCHERS TO THIS FORM)

Date: _____ **Name:** _____ **Title:** _____

Date & Hour Departure from Charlotte: _____

INSTRUCTIONS

Voucher must be completed in detail before being signed by traveler. A non-per diem expense for $5 or more MUST BE ACCOMPANIED BY A RECEIPT. Travel must be shown from Charlotte to various points and return by date.

			Transportation			Meals						
Date	From	To	Mode	Miles	Amount	Breakfast	Lunch	Dinner	Room	Other	Description	Total

I do solemly swear (or affirm) that the above account and schedule are just and true in all respects; that I have not been reimbursed from any source, and that statement of travel performed reflects actual travel performed by me under authorization, and on official business.

_____

Signature of Traveler