

## Bi-Weekly Expense/Payroll Expense Voucher

Name: \_\_\_\_\_ Hourly Wage/Wage Level: \_\_\_\_\_ Check#: \_\_\_\_\_

### LOST TIME

Day	Date	Hours	Explanation	App
Sun				
Mon				
Tues				
Wed				
Thur				
Fri				
Sat				
	<b>Total:</b>			

### LOST TIME

Day	Date	Hours	Explanation	App
Sun				
Mon				
Tues				
Wed				
Thur				
Fri				
Sat				
	<b>Total:</b>			

**Total Voucher Hours:** \_\_\_\_\_

### MILEAGE

Date	From	To	To	To	Total

**Total:** \_\_\_\_\_

### EXPENSES

Date	Parking	Meals	Mis Expenses	Explanation
<b>Total</b>				

Per Diem: \_\_\_\_\_ Days@ \$ \_\_\_\_\_ (City, State) \_\_\_\_\_

Exe Bd Allow	Phone Allow	401k Deductions

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary Treasurer

\_\_\_\_\_  
Date