01-Mar-16 **Division** Expense Report Page 2 of 2 Print Name \_\_\_\_\_ Phone # Date \_\_\_\_\_ Fax #\_\_\_\_ Address \_\_\_\_\_ E-MAIL \_\_\_\_\_ City - State \_\_\_\_\_ Zip Code \_\_\_\_\_ \* Attach all available receipts/invoices. \* Official mileage is payable : \$0.54 per mile X miles \* Use FRONT Page 1 for expenses chargeable to MISGA. \* Use Page 2 for expenses chargeable to the Division. \* Forward Page 2 completed & signed to the Divisions Financial Officer. **DIVISION EXPENSE VOUCHER** Date Description of item \$ Amount

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|                | TOTAL   |                 | to Page 1 |
| I Certify that | all items listed were expended by me for authorized activities on | behalf of MISGA |           |

| Date | Signature |
|------|-----------|
|      |           |

PAID:

Check No. Date **Division Financial Officer**