



# 2009-2010 Travel Expense Voucher

*Due Date: One week after completion of travel.  
Late claims may not be reimbursed. Please print.*

CLAIMANT'S NAME		MOO NUMBER	
MENTOR PROGRAM NAME		PURPOSE OF TRAVEL	
DESTINATION CITY	DATE AND TIME OF DEPARTURE FROM HOME OR OFFICE	DATE AND TIME OF RETURN ~ TO HOME OR OFFICE	
	AM      PM	AM      PM	AM      PM

TRANSPORTATION ( <i>original receipts must be attached</i> )	\$ AMOUNT	CECMP USE ONLY
<input type="checkbox"/> Airline <input type="checkbox"/> Bus <input type="checkbox"/> Train		
<input type="checkbox"/> Rental car ( <i>requires prior approval</i> )		
<input type="checkbox"/> Personal car _____ miles x \$0.55 =		
<input type="checkbox"/> Parking ( <i>if less than \$10, no receipt required</i> )		
<input type="checkbox"/> Bridge or road tolls ( <i>if less than \$10, no receipt required</i> )		
<input type="checkbox"/> Taxi ( <i>justification for use: _____</i> )		
<input type="checkbox"/> Airport shuttle		
<input type="checkbox"/> Other		
LODGING ( <i>original receipt required</i> )		
REGISTRATION FEES ( <i>original receipt required</i> )		
MEALS ( <i>Report actual expenses to the maximum allowed. Receipts are not required; you must retain them in case of audit.</i> )		
\$ Breakfast (\$6)    \$ Lunch (\$10)    \$ Dinner (\$18)		
INCIDENTALS ( <i>maximum \$6 per 24 hours</i> )		
<b>TOTAL AMOUNT CLAIMED</b>		

*I hereby certify that this claim for reimbursement is true and correct to the best of my knowledge; that all expenditures claimed have been made in accordance with the terms above and for the purposes set forth in my Letter of Agreement or Mentor Program Manual and that receipts to support the expenditures are attached. I understand that meal and incidental allowances are maximums and are not entitlements. I have reported my **actual** meal and incidental costs.*

CLAIMANT SIGNATURE	
TITLE	SIGNATURE DATE

FOR OFFICE USE ONLY	
Approved Amount:	
R _____	E _____ E-D _____

Submit all claims to:

California Early Childhood Mentor Program  
50 Phelan Ave., S-10  
San Francisco, CA 94112