STANDARD FORM 13.20.10

Prescribed by Dept. of Finance and Administration January 24, 2000

SAAS AG #:	051	

VOUCHER FOR REIMBURSEMENT OF EXPENSES INCIDENT TO OFFICIAL **TRAVEL**

(Department or Institution)

SAAS AG #: <u>051</u>		Social Security #:PIN					J/WIN #:		
		Name:							
		Address:							
For mileage of priva	ately-owned automobile use	ed by me for tr	ansportation ar	nd reimbursement for s	subsistence and other auth	norized expenses	s paid by me in the discharge of		
							e itemized statement follows.		
			_						
	CHECK (√) ONE:		TRIP#						
	IN STATE		PER DIEM IN	LIEU OF SALARY					
	OUT OF STATE		TAXABLE M	EALS					
	OUT OF COUNTRY		NON-TAXAE	BLE MEALS					
			LODGING						
	ACCOUNTING COI	DES	Travel - AUT	O-PRIVATE					
	FUND		Travel - AUT	O-RENTAL					
	ORG		Travel - PUBI	LIC CARRIER					
			OTHER:						
			SUB-TOTAL						
			LESS TRAVE	EL ADVANCE					
			NET REIMBU	JRSEMENT (Refund)					
Subject to any difference deter In the event of overpayment, I	rmined by verification, I certify that agree that any future salary/travel	at the above amour disbursements ma	nt claimed by me for	or travel expenses for the per	iod indicated is true and accurat	te in all respects, and	I that payment for any part has not been receive		
SIGNATURE OF F	PAYEE:					DATE:			
Verified by:	Tit	le: Account	ant	Approved for Paymer	nt:	Titla	э:		
,				,					

State of Mississippi: Supreme Court

BREAKDO STANDARD FORM	WN OF SUBSISTENCE AND TRAVE	L EXPENSE 051 SAAS AG#	Employe	e Name:				S	SN:	
Date	Purpose	SAAS AG# Points of Travel	Total Miles	Actual Breakfast	Actual Lunch	Actual Dinner	Total Amount Allowed	Hotel/ Motel	Other A Exp	uthorized enses Amount
TOTAL										
Recap:	Taxable Meals			<u> </u>	<u> </u>	<u> </u>				<u> </u>

Multiply Total Miles column by the authorized reimbursement amount and carry to front page. NOTE: (1) Receipts for amounts paid for lodging and other expenses must accompany this voucher. (2) All activity pertaining to a certain date should be shown on the line or lines associated with that date

Non-Taxable Meals