

Staple original receipts
here on back.

EXPENSE REPORT VOUCHER



Name: _____ Check payable to: _____

Case Name: _____ For Period Beginning: _____ Ending: _____

Please Check One: DIRECT DEPOSIT MAIL CHECK TO: _____

** Please make a copy for your records*

	SUN	MON	TUES	WED	THURS	FRI	SAT		
<i>Date:</i>								TOTAL FOR WEEK	
<i>Case:</i>									
<i>City:</i>									
<i>Mileage</i>									
<i>Mileage Rate (.505) x Miles</i>									
<i>Car Rental</i>									
<i>Parking / Tolls</i>									
<i>Gasoline</i>									
<i>Air / Rail Fare</i>									
<i>Limo / Taxi / Bus Fare</i>									
<i>Hotel</i>									
<i>Phone / Fax</i>									
<i>Supplies *</i>									
<i>Postage *</i>									
<i>Misc. *</i>									
<i>* List Details on Back</i>	LESS ADJUSTMENTS:								
	TRAVEL TOTAL:								
<i>Daily Fee</i>									
<i>Per Diem</i>									
	LESS SALARY ADVANCE:								
	SALARY TOTAL:								

I certify these travel expenses were incurred by me in the transaction of authorized company business.

Counselor Signature:

Date:

Approval:

Date:

BALANCE DUE:

Expense Report Instructions:

We will reimburse you for expenses incurred for authorized travel in the active conduct of business for IES. Counselors traveling on business will be accommodated comfortably at all times, maintaining a professional image. Expenses for such travel should always be necessary and reasonable.

Expense checks are processed on the 1st and 15th of each month, or the next business day if the 1st or 15th falls on a weekend or holiday. All completed expenses report vouchers received by the 14th will be paid on the 15th. All expense report vouchers received between the 15th and the end of the month will be processed on the 1st.

1. Please print legibly and check your math.
2. Original receipts are to be submitted (attached) with each expense report.
3. Only include expenses for one case on each Expense voucher. If working more than one case during a week, submit a separate expense voucher for each case.
4. Expense vouchers must not be submitted to IES until after the completed week and within thirty (30) days from occurrence of expenditures.
5. Faxed expense vouchers will not be processed.
6. Transportation reimbursement:
 - a. Personal Automobile usage will be reimbursed for the use of a personal automobile at the stated rate of \$.505 per mile when conducting IES business. All tolls and parking fees will be reimbursed. *Note: Counselor is required to have their own insurance coverage when using their personal car on IES business.*
 - b. Car Rental will be reimbursed when necessary. We reimburse for midsize class, no upgrades. Additional options and costs such as additional insurance (LDW, PAE, ESP, SLI, etc.), GPS units and fuel surcharges will not be reimbursed.
 - c. Air/Rail Travel will be provided for by IES or reimbursed for Coach Class tickets.
7. Hotel reimbursement – IES will reimburse for “business oriented”, moderately priced hotel accommodations (room and tax/fees only).
 - a. Hotel charges paid by IES – counselor **must submit** a copy of the hotel bill along with weekly expense voucher. Expense vouchers will not be processed until receipt is provided.
8. Daily Fee - fill in your daily rate.
9. Per Diem – \$30/day for non-local assignments (those which require a hotel stay) and \$10/day for local assignments. This is an allowance to cover meals, personal phone calls, laundry and other expenses incurred while travelling / working away from Counselor home residence.
10. Licensing fees are not to be included on this expense voucher. Use the “License Approval and Expense Request” form for prior approved licensing expenses.
11. Check Overnight Expense Fee - **\$50.00**

Details:
