## **Maryland General Service - EXPENSE VOUCHER Payment Method Date Paid** Committee Chairs only may authorize Reimbursements Name: Committee: Address: Paid To: **Brief Description: Expense Description** Mileage Category Rate Enter cost Travel to Assembly/Committee/Mini-Conference Travel - Other CARC mtg expenses Copies/Printing/Office Supplies Event Expenses Food costs Hardware/Software Hosting supplies Interpretation/translation Literature Purchases Mailing/Postage Meeting Room Rental Other- Committee Expenses Other- Non-Committee Expenses Tolls & Parking Workshops **TOTAL EXPENSES**

Signature

Approval

Date

Date