Click here to START or CLEAR, then hit the TAB button

WASHINGTON STATE DEPARTMENT OF LICENSING

# Board Member Travel Expense Voucher

Board members use this form to request reimbursement for meeting expenses. Send the completed form to:
**Regulatory Boards Section, Department of Licensing, PO Box 9012, Olympia, WA 98507**
Phone: (360) 664-6597

| Name | | | Board *(select one)* ☐ Architect ☐ Geologist ☐ Collection Agency ☐ Funeral & Cemetery ☐ Landscape Architect ☐ Engineer & Land Surveyor |
|---|---|---|---|
| Address | | | |
| City | State | ZIP code | (Area code) Daytime telephone number |

Receipts are required for any single cost over $50. No meal receipts are required. Please use one line per day.

| Date | Meeting Title | Time Depart | From City | Destination | Time Return | Mileage RT or 1 way | Lodging Attach receipt | Parking | Meals Bkfst, lunch, din | Other Taxi, shuttle, etc. |
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Signature When you have completed this form, please print it out and sign here. Date

PL-630-040 (R/7/16)WA