

**DAILY EXPENSE VOUCHER**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**BUSINESS** \_\_\_\_\_

\_\_\_\_\_

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**PHONE ALLOWANCE** \_\_\_\_\_

**TRANSPORTATION** \_\_\_\_\_

**MEALS** \_\_\_\_\_

**BREAKFAST** \_\_\_\_\_

**LUNCH** \_\_\_\_\_

**DINNER** \_\_\_\_\_

**TIPS** \_\_\_\_\_

**OTHER** \_\_\_\_\_