

Grayson College

American Express Voucher

Name of Card Holder:		Date of Transaction:				
Vendor Name:		Name of Person Using Card:				
Transaction Amount:		Budget Account #:				
Business Purpose of Transaction:						
Type of Transaction: Please circle the appropriate response:						
Travel:	Airfare	Car Rental	Hotel	Parking	Dining	Travel Misc.
Food for Local Meetings: Please state purpose of meeting.						
Meal Attendees:						
Purchase:						
Purchase Order Number or Nature of Emergency:						
Items Purchased:						
Other: (Please explain.)						
Signature of Cardholder				Date:		

ATTACH RECEIPT FOR TRANSACTION
To be submitted as soon as possible after transaction.