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.

Signature _____ Print completed form and sign here. Date _____

GO-630-040 (R/7/16)

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For information visit dol.wa.gov/access (TDD/TTY call 711).