

Company Logo

Taxi Voucher

Voucher No: TV-2024-00078

Date Issued: 2024-06-10

Issued By:

Jane Doe

HR Department

Employee Name:

John Smith

IT Department

Pick-up Location: 123 Business Ave, Downtown

Drop-off Location: 789 Conference St, Uptown

Purpose of Journey: Client Meeting

Date & Time of Use: 2024-06-10 / 09:15 AM

Maximum Amount: \$55.00

Authorized By: Rachel Green

INSTRUCTIONS FOR TAXI DRIVER

1. Present this voucher at the start of the trip.
2. Enter journey details and fare upon completion.
3. Obtain employee signature for journey confirmation.
4. Invoice the issuing company as per usual procedure.

Employee Signature

Authorized Personnel

Driver Signature

IMPORTANT NOTES

- This voucher is valid only for business-related travel approved by the company.
- Unauthorized or personal use of this voucher is strictly prohibited.
- Voucher must be completed and signed by all parties upon trip completion.
- Alterations to this document invalidate the voucher.
- For questions or lost vouchers, contact the HR department immediately.