

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

- Present this voucher at the start of the trip.
- Enter journey details and fare upon completion.
- Obtain employee signature for journey confirmation.
- 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.