

TRAVEL EXPENSE REIMBURSEMENT VOUCHER

For Expenses In Connection With: _____

Date of Event: _____

Payable To (Name): _____

Miles Driven: _____ Rate _____ \$ _____

Ground Transportation (Taxi, Bus): \$ _____

Airfare: \$ _____

Lodging: \$ _____

Meals: \$ _____

Officer Daily Allowance: \$ _____

Officer Travel Allowance: \$ _____

TOTAL: \$ _____

YOU MUST SUBMIT ORIGINAL RECEIPTS FOR REIMBURSEMENT

Automobile travel will be reimbursed to the driver at the current I.R.S. reimbursement rate, plus tolls and parking, but in no case will reimbursement for auto travel be made in excess of airfare for the same distance. This form and original receipts must be received no later than 90 days after the date the expense was incurred; forms sent in after the deadline will not be reimbursed.

I personally attended the event described above, the expenses submitted are for no other person than myself, and I have met all the requirements, as may have been set forth by the Board of Directors, that are necessary to earn this reimbursement. (casting a vote, writing a report, earning CEU's, etc.)

Signature _____ **Date** _____