Reimbursement Voucher

Name: _____

Date: _____

District Conference   SW Regional Conference   State Convention   International Convention

Hotel: _____

Travel:

Auto mileage: $.40 x _____ = _____

Car rental/gas: _____

Tolls/Parking/Bags: _____

Air Fare: _____

Per Diem: $25 x _____ nights = _____

Supplies: _____

Postage: _____

Printing: _____

Liaison: (miles x $.40, toll) _____

Courtesy: _____

Bookkeeping/Taxes: _____

Website/Office Equipment: _____

State Committee: _____

Altruism/Scholarship: _____

Other (explain): _____

Total: _____ Check#: _____