

Expense Voucher

Name _____
For what event _____
Location _____
Date _____
Time there _____

To Be Completed by Directors or Delegate

Motel _____
Meals
 Breakfast _____
 Lunch _____
 Dinner _____
 Miles Rate _____
Gas _____
Registration Fee _____
Other _____
Total _____

Paid _____

Signed: _____

Approved: _____

Note: *Currently motels are capped at \$50 per night. Breakfast is capped at \$5.00, Lunch at \$5.00 and Dinner at \$12 per meal. Meals provided at the event are not covered. Mileage allowed is .30/mile one car and .15/mile multiple cars. Registration is capped at the early rate.*