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TRAVEL REIMBURSEMENT FORM

Date : _____ / _____ / _____

Submitted By :_____

Type Of Expense : ***Chapter :*** ☐ ***Memorial :*** ☐ ***Other :*** ☐

Meals Expenditure Not To Exceed $ 40.00 Per Day

Auto Mileage : Odometer Reading At Start & End Of Trip - Mileage Paid At $ 0.25 Per Mile

Start : _____ End : _____ Miles To Be Paid : _____

Reason For Miles To Be Paid :_____

Reason For Expenses

1 :_____ Expenses : $ _____

2 :_____ Expenses : $ _____

3 :_____ Expenses : $ _____

4 :_____ Expenses : $ _____

5 :_____ Expenses : $ _____

6 :_____ Expenses : $ _____

7 :_____ Expenses : $ _____

8 :_____ Expenses : $ _____

9 :_____ Expenses : $ _____

10 :_____ Expenses : $ _____

Total Reimbursement Request : $ _____

I _____ ,
Signature

Certify That The Information On This Voucher To Be A True And Accurate Account Of Expenses Indicated

PLEASE ATTACH ALL RECEIPTS ! !