

## Convention/Conference 20\_\_\_\_\_

Reimbursement voucher for conference/convention is reimbursed by registration money. **Reminder – the reimbursement will only be honored 14 days after the event with attached receipts.**

Date of submission \_\_\_\_\_  
 Member's name, membership number and phone number \_\_\_\_\_

Position \_\_\_\_\_

	Expense Amount
(100) Steering Committee (explain) _____ _____	_____
(110) Deposit for the facility use - _____	_____
(300/310) Publicity/Printing (explain) _____ _____	_____
(400) Hospitality and (600) International Guest (explain) _____ _____	_____
(500) Registration costs _____	_____
(700) Decorations (explain) _____ _____	_____
(800) Honoraria (explain) _____ _____	-
(900) Properties – sound system, screens, etc. - _____	_____
(1000) Miscellaneous (explain) _____ _____	_____

Transportation reimbursement is \$.28 per mile after 60 miles is traveled, per standing rules.

Miles traveled minus 60 miles X \$.28 = reimbursement amount. \_\_\_\_\_

Check payable to: Name \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/ Zip: \_\_\_\_\_

Signature of person claiming expense

Signature of State Vice President

\_\_\_\_\_

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