



Travel Voucher

For Board of Trustees Use Only

Date: _____

Name: _____

Title: _____

Mid-Winter:

1) Miles by private transportation from (city & state) _____ total miles

Allowance: (total miles times .14 cents per mile) _____

a. Please include 1st page of Map Quest or similar report to show distance from your home to National Mid-Winter. (do not include directions)

b. Tolls with receipts up to \$50. Reference Bylaw 240 (B)

2) Public Transportation (Airline, Bus, Train or Taxi) Cost of Ticket: _____

(attach receipt) Do not include any other charges such as travel to airport or bus station, etc.

No parking fees, luggage charges or miscellaneous fees.

Signature _____

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Other than Mid-Winter: President, Convention Liaison, VAVS & Legislative Liaison

Dates: _____ Purpose: _____

Approved Travel or Accommodations: Attach Receipts – refer to #2 above for restrictions.

Travel Cost: _____ Lodging Cost: _____

Signature _____

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National President Travel:

- Travel and up to three nights' accommodations each trip, at MCL rates in effect at that time.

1) Memorial Day, Dates _____

2) Veteran's Day, Dates _____

3) One Additional, as she deems necessary, for official business.

Dates _____

- One trip to National Convention: Dates _____

- One trip to Mid-Winter Conference: Dates _____

Approved Travel or Accommodations: Attach Receipts – refer to #2 above for restrictions.

Travel Cost: _____ Lodging Cost: _____

Signature _____