



TRAVEL REIMBURSEMENT VOUCHER

Traveler		Committee	
Address		Travel to:	
City/State/Zip		and return.	
Telephone No.		Email Address	

Date	Mode of Travel	POC Miles	x mileage allowance	Lodging Expense	Breakfast Expense	Lunch Expense	Dinner Expense	Other Expenses (specify)	Total Expenses
Column Totals									

Signature of Traveler (certifying accuracy)		Date			Total Amount Claimed	
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In "Mode of Travel" enter: Air, Bus, Taxi, POC (privately owned conveyance) or other means of travel.
 In "x mileage allowance" column, volunteers insert \$.17 and employees \$.575 (when POC used) x POC miles equals dollar amount shown on subsequent lines. (rates current as of 10/21/2020). All POC travel and per diem expenses should be shown, but reimbursement will be the amount claimed or economy coach fair, whichever is less.
 Attach receipts for all reimbursable expenses, except POC mileage.
 Use this form for all travel related expenses, and use Form 100-7 to claim miscellaneous expenses and/or occasional meals when no travel is involved.

FOR OFFICE USE ONLY

Approved for payment in the amount of \$		Signature of DFO, Accountant, or Treasurer		Date	
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