



THE AMERICAN LEGION, DEPARTMENT OF OHIO, INC. * P.O. BOX 8007 * DELAWARE, OHIO 43015-8007.
Please explain if you are reporting mileage in excess of that which would equal round trip from your home.

Please donate my
reimbursement to the following
American Legion Program:

NOTES: It is the responsibility of the Payee to report any mileage reimbursement between \$0.14 and \$0.45 as income.
* No lodging or meal expenses (including tips) will be approved without receipts, which must be attached to this voucher.

EXPENSE ITEM	MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.	TOTALS
1 Hotel / Motel								
2 Breakfast								
3 Lunch								
4 Dinner								
5 Mileage								
TOTALS								

DATE	CITY	PURPOSE	MILES	AMOUNT
	FROM			
	TO			
	FROM			
	TO			
<i>(For Office Use Only)</i>		Meeting Title:		

AUTHORIZED ALLOWANCES		* ALL ITEMS MUST BE COMPLETED
Hotel - Per Day:	\$50.00	
Meals - Per Day:	\$20.00	
Travel (Car) - Per Mile:	\$0.45	

* MAKE SURE ALL RECEIPTS ARE ATTACHED	<i>Committee members are entitled to roundtrip mileage to and from Department HQ. If you carpool, only the driver is entitled to claim reimbursement.</i>
* VOUCHER MUST BE SIGNED!	

Name: _____
Office / Position: _____
Address: _____
City, ST Zip: _____
Phone: _____
Email: _____

Signed: _____
Date: _____

FILLING OUT A VOUCHER

We have discovered that there is confusion regarding travel vouchers. To clarify this matter, we have outlined the correct procedure.

1. Fill in the date under the day for which the expenses are claimed.
2. Fill in the middle section to detail traveling expenses. First fill in the **date**. Under **city**, fill in the **from** and **to** section. Under **who visited**, write the **purpose** of your travel (DEC, speaking assignment, etc.). Under **miles**, fill in the total number of round trip miles, and multiply it by \$0.45 and total the amount. **Mileage reported should NOT be in excess of round-trip from your home to your destination. Please explain any additional mileage reported.**
3. Go to line 5 of the top section. Fill in the amount for your mileage expenses under the appropriate day. If traveling covers more than one day, you must list one-way expenses under the day you arrived, and the day you went home.
4. If housing is authorized, you must use line 1 of the top section. Fill in the cost of your housing under the appropriate day. It is best if you use the day you paid the bill. Make sure you attach your receipt to the voucher before you turn it in.
5. If meals are authorized, fill in the correct amount under the appropriate day and line item (breakfast, lunch, dinner). Be sure you attach your receipts to the voucher. You may also include your meal tips - if they are within reason. Just note on your meal receipts, how much was for food and how much was tip. Meals will not be covered for anyone else who may be traveling with you.
6. You must total your line items downward and across. Add them separately. If they match, enter the grand total.
7. When finished, go to the bottom line and **print** your name and address (this is so we can read the information). You must also sign your name.
8. You **may not** claim mileage expenses if you rode with someone else.
9. Regardless of the amount spent, only the maximum allowed can be claimed (\$50 a day for housing and \$20 a day meals), and **NO REIMBURSEMENT WILL BE MADE WITHOUT THE PROPER RECEIPTS.**