



EXPENSE VOUCHER

Charge To: _____

Pay to the Order of: _____
 Street Address: _____
 City, State, ZIP: _____
 Telephone Number: _____

Travel Order Number: _____
 Date: _____
 Purpose: _____

DEPOSIT TO NAPUS FCU A/C#

Travel Dates									Totals
Public Transportation									
Mileage Allowance (# of Miles) \$0.50/mile									
Hotel									
Per Diem	Officer								
	Spouse								
Taxi	Officer								
	Spouse								
Registration Fees	Officer								
	Spouse								
Arrive & Depart Tips									
Telephone									
Postage									
Other (Identify)									
Totals									

Instructions: Read Carefully

- A. Receipted hotel bills and all public transportation vouchers must be attached to this voucher.
- B. Expense items must be clearly and correctly identified and must represent monies actually expended on official business on behalf of the Association.
- C. When credit cards are used, receipts are to be attached to this voucher.

- D. Other expenses must be detailed below or on the reverse side.
- E. A copy of the travel order must accompany each voucher.
- F. Per Diem: Breakfast (\$10), Lunch (\$10), and Dinner (\$20). If spouse is authorized: Breakfast (\$5), Dinner (\$5), Dinner (\$10).

Do not request reimbursement when meals are provided.

- G. Complete total voucher both down and across.

REMARKS:

Vouchers over 30 days must have explanation for tardiness attached and submitted through the National Secretary-Treasurer to the Executive Committee for approval. Vouchers over one year old will be denied.

Signature of Payee

Certified correct in the amount of _____

Verified

National Secretary-Treasurer

This voucher must be submitted directly to the current National Secretary-Treasurer with in 30 days.

Send completed form to: Wayne Orshak, PO Box 111, Cranford, NJ, 07016