



**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)									
Hotel									
Per Diem	Officer								
	Spouse								
	Taxi								
Registration Fees	Officer								
	Spouse								
Arrive & Depart Tips									
Telephone									
Postage									
Other (Identify)									
<b>Totals</b>									

**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

**Send completed form to Ruthie Cauble, PO Box 1001, Benton, IL 62812-5001.**