



THE AMERICAN LEGION, DEPARTMENT OF OHIO, INC. \* P.O. BOX 8007 \* DELAWARE, OHIO 43015-8007

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
Hotel / Motel								
Mileage								
TOTALS								

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

AUTHORIZED ALLOWANCES	
Hotel - Per Day:	\$50.00
Travel (Car) - Per Mile:	\$0.45

**\* ALL ITEMS  
MUST BE  
COMPLETED**

**\* MAKE SURE  
ALL  
RECIEPTS  
ARE  
ATTACHED**

*Committee members are entitled to  
roundtrip mileage to and from Department HQ.  
If you carpool, only the driver is entitled to claim  
reimbursement.*

**\* VOUCHER MUST BE SIGNED!**

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

PLEASE CIRCLE THE PREFERRED  
METHOD OF PAYMENT  
YOU WISH TO RECEIVE:

ACH DEPOSIT  
OR  
PRINTED CHECK

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 the second line 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 the first line 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. Meals will not be covered
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). **NO REIMBURSEMENT WILL BE MADE WITHOUT THE PROPER RECEIPTS.**