

VVA Chapter 391 Travel Reimbursement Form

Name: _____ Position/Committee
or Budget(s) to Charge _____

Address (circle Home or Chapter): _____

City: _____ State/Zip: _____ Phone: _____

Purpose of Travel/Expense (Include dates): _____

Expenses : Note: Chapter has a **45 day** reimbursement policy -- If this claim is not submitted timely to the Treasurer it will be treated as a non-budgeted expense item. Thus you will be require to submit to the finance committee and get approval before any reimbursement will be made.

1. Travel :

Plane, Train, etc. (coach or economy rates only) _____
 Car @ _____ Per Mile x _____ # of miles) _____
 Bus _____ Taxi _____ Car Rental _____
 Other- Gas _____ Tolls _____ Etc. _____
 (Show cost comparison to mileage amount, when other transportation claimed)
Total= _____

2. Per Diem/Lodging : (Attach Original Receipts)

A. Meals @ _____ per day X days _____ Total = _____
 B. Lodging (Not to exceed \$120.00 daily excluding taxes) _____
 C. Less restricted items (ie In-room movies, Room Service) _____ (must enter negative value)
 Explanation: _____ (B-C=) Sub:Total: _____
(A+B-C=) Total= _____

3. Other Reimbursement Items :
(Attach Original Receipts)

A. _____
 B. _____
 C. _____
 D. _____
Total= _____

4. Grand Total :

=====

5. Signature : _____ **Date:** _____

NOTE : Non-Budgeted Items - must receive approval by Finance Committee: (Two Signatures)

Mail to: Vietnam Vets 391
P. O. Box 5391
Sonora, CA 95370

When Required:
Finance Committee Approval: (Two Signatures)

| | |
|----------------------------|---------------|
| ACCOUNTING USE ONLY | |
| Date Paid: _____ | Amount: _____ |
| Check #: _____ | Amount: _____ |

1.) _____
 2.) _____