DETACHMENT OFFICER'S/COMMITTEEMAN TRAVEL VOUCHER

The information listed below must be provided to be reimbursed.

Original receipts MUST be enclosed with voucher. It is highly recommended that you retain copies of receipts and vouchers.

The rate for the use of your car is based on the IRS guidelines,
It is .585 cents per mile. This is subject to change.

Voucher MUST be signed.
The items with an ***** require receipts.

TRAVEL _____

Date _____

Date	EVENT	Location	# Miles	Mile Total $	Meals *	**Room & Airline ***	Other *	**TOTAL**
	TOTALS							
				TOTAL COST OF TRIP		_____		
							Reimbursable EXPENSES	
	Signed: _____							