

Central States District
EXPENSE VOUCHER
(Please print or type)

INSTRUCTIONS
Effective April 2014

Name _____ Office _____

Address _____

City _____ State _____ Zip Code _____

Purpose _____

Date of Departure _____ Date of Return _____

DATE	DESCRIPTION	Mileage	CHARGED TO CSD*	CASH*
	Travel <i>(Enter Mode)</i>			
	Lodging* <i>(Itemize by Day)</i>			
	Telephone*			
	Postage*			
	Miscellaneous*			
TOTALS				

Items charged to CSD and to be paid directly to the vendor by the Treasurer are to be entered in the **CHARGE column. Items for which you are requesting reimbursement should be entered in the **CASH** column.*

I hereby certify that these expenses were incurred in the performance of my duties for the Central States District, SPEBSQSA, Inc.

Signature of Payee _____ Date _____

CSD President Approval _____ Date _____

Acct No. _____ Date Paid _____ Ck. No. _____

ELIGIBILITY

- District Officers, State & Program Vice-Presidents
- District Committee Chairmen

APPROVAL

- *Attach original receipts or invoices for all listed expenses or scan and attach to email for electronic filing.
- **Send voucher to the District Treasurer.** Treasurer will submit expenses to the President for approval before payment.

HOW TO SUBMIT

- Complete one form for each trip. Keep a duplicate copy for your file.
- Use a separate voucher for each officer, coach or chairman.
- Sign the original voucher and mail with receipts, or submit the electronic form.
- **Expense Vouchers are to be submitted within 30 days of an event to qualify for reimbursement.**

TRAVEL

- Please car pool when possible. Only one person in a car pool can submit mileage and parking fees.
- Auto—enter total mileage to be reimbursed at 30¢ per mile.
- Air—coach fare permitted when mileage exceeds 250 miles on way.

LODGING

- Lodging expenses will be considered when travel time is greater than two hours one-way and meeting starts before 9 am or ends after 9 pm.
- All lodging will be reimbursed at one-half the cost of a two-bed room unless special circumstances have been approved in advance.

MEALS

- Meals are your personal expense and are not reimbursable.

TELEPHONE

- Note name of person called and purpose of call on phone bills. Instead of a phone call, please use e-mail or snail-mail whenever possible.

POSTAGE

- Attach receipts from the post office when buying a quantity of stamps or making deposits for bulk mail. Otherwise, enter amount for personal stamps used.

MISCELLANEOUS

- Miscellaneous supplies like CD's, DVD's, Thumb Drives or special supplies must be approved by the District Program Vice President or events chairman in charge of the event before purchases can be made and reimbursed.