**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Office/Chairmanship**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Meeting** (*check one*)

Workshop Fall Conference Executive Meeting Convention

Finance /Audit Meeting Education VA&R Girls State

**Please complete the following questionnaire:**

I am requesting reimbursement for (*check all that apply*) Mileage\* Hotel\*\*

Round Trip miles traveled to site \_\_\_\_\_\_\_\_\_\_\_ Were you the driver? Yes No

If no, who was? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ List ***ALL*** passengers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you stay in the designated hotel (or overflow, if applicable)? Yes No

List ***ALL*** roommate(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you or your passengers or roommate(s) receive *any type* of travel reimbursement from ALA, SAL, Legion or other from any other source? Yes No If yes, 1. What type? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. From whom? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. How much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Verification of Expense**

I am requesting reimbursement above based on actual expenses incurred as a Department Officer, Chairman, Committee member, appointee, or call-in to the meeting per current approved budget year guidelines. By signing below, I certify that all information on this form is true and accurate. I understand that failure to include **\*proof of mileage** from a printed map source or **\*\*hotel receipt with my name listed on the reservation** OR a request that is postmarked after 30 days of the meeting will result in a denial of reimbursement.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE USE ONLY**

\_\_\_\_\_\_\_\_ miles @ .25 each = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room Allowance \_\_\_\_ @ \_\_\_ nights= $\_\_\_\_\_\_\_\_\_

TOTAL: $ \_\_\_\_\_\_\_\_\_\_\_ per budget line \_\_\_\_\_\_\_\_