

GEORGIA CHAPTER
National Association of Postmasters of the United States

EXPENSE VOUCHER

Pay to the Order of _____ Travel Date _____

Officer Title _____ Purpose of Travel _____

Address _____

City/State/ZIP _____ Voucher Date _____

<u>EXPENSE</u>	<u>DETAILS</u>	<u>TOTAL</u>
<u>HOTEL</u>		
<u>MILEAGE (50.5 cents per mile)</u>		
<u>MEALS</u>		
<u>TAXI</u>		
<u>AIRLINE TICKET</u>		
<u>PARKING FEES</u>		
<u>TELEPHONE</u>		
<u>POSTAGE</u>		
<u>PRINTING</u>		
<u>REGISTRATION FEES</u>		
<u>OTHER (Details Required)</u>		

GRAND TOTAL: \$ _____

INSTRUCTIONS: READ CAREFULLY

1. Hotel bills and all public transportation receipts must accompany each expense voucher.
2. It is required that items of expense be clearly and correctly described and that they represent monies actually expended on official business in behalf of the Association.
3. All vouchers must be submitted within 60 days of expense date.
4. No payments will be issued without receipts.
5. Submit expense voucher to President for approval.

APPROVED _____ Signature of Payee
President

CERTIFIED _____ CERTIFIED CORRECT
Secretary/Treasurer in total amount of \$ _____

PAID-CHECK NO. _____ DATE _____

CHARGE TO: General _____ Office _____ Travel _____

