



Travel Expense Voucher (BUD-2A, 7/9/2019)

Valid only if submitted to Budget Officer within **THIRTY (30)** days of activity

Certificate No.	District	Office or Position
Claimant Name		Inclusive Dates of Travel
Address		Date(s) of Activity
City	State	Zip
Email	Phone	Site of Activity
		Purpose of Travel

TRANSPORTATION EXPENSE IF CLAIM RELATED TO NATIONAL MTGS, CHECK HERE

Round-trip between _____	and site of activity _____
INTER-CITY TRANSPORTATION -- AIR, AUTO, RAIL, BUS, VESSEL OR OTHER MODE	
Lowest advance purchase (including all baggage fees)\$ _____	
TRANSPORTATION EXCLUSIVELY BY AUTO	
Travel by auto: _____ miles at \$.35 per mile.....\$ _____	
Tolls of \$ _____ and self-parking fees at activity site LOWEST RATE\$ _____	
Hotels en route not reimbursable. Parking limited to one day longer than approved lodging.	
LOCAL TRANSPORTATION - AUTO, BUS, LIMO	
Auto to/from home terminal: _____ miles at \$.35 per mile.....\$ _____	
Terminal parking at home terminal for ONE MORE DAY THAN allowable lodging.....\$ _____	
Tolls.....\$ _____	
Public transportation to/from home terminal.....\$ _____	
Public transportation to/from activity site.....\$ _____	
Taxi fare or car rental expense in excess of available public transportation not allowed.	
TOTAL TRANSPORTATION (Maximum of \$300 for National Meetings).....\$ _____	

LODGING EXPENSE

Hotel ___ days at \$ _____ per day Normal maximum of \$65 per day for.....\$ _____
National Meeting - Check with budget officer for allowable lodging days. Must stay at a designated site.
Meals (ONLY FOR NON-NATIONAL MEETINGS).....\$ _____
TOTAL LODGING & MEALS.....\$ _____
Registration (ONLY FOR NON-NATIONAL MEETINGS).....\$ _____

TOTAL AMOUNT CLAIMED.....\$ _____

_____ Check If a Donation

Signature of Claimant Date

Committee Chairman Date

Dept	_____
Cost Center	_____
Travel: 6041	\$ _____
Accom: 6043	\$ _____
Other: _____	\$ _____
Total	\$ _____
Approved	_____
Date	_____

NOTE: Attach receipts or copies of receipts.

INSTRUCTIONS FOR MAILING OR EMAILING TRAVEL VOUCHER

SEE "USPS POLICY FOR REIMBURSEMENT OF TRAVEL AND RELATED EXPENSES" usps.org Treasurers Dept

MAKE A COPY FOR YOUR RECORDS

Chief Commander

Past Chief Commanders

Flag Lieutenant

C/C Staff, Area Monitors

C/C Representative to Outside Meetings

General and Standing Committee Chairman*

Member Emeritus

C/C Representative to District Conference

Mail to: R/C Diana G Jackson, SN
5944 River Run Drive
Sebastian, FL 32958

Email to: dijacks02@comcast.net

EDUCATIONAL DEPARTMENT

Vice Commander (Except when Chief's Rep.)

Rear Commanders of the Educational Dept

District Educational Officers

Mail to: Stf/C Larry D. Cole, SN-CN
5004 W. Albain Road
Monroe, MI 48161-9558

Email to: boater734@chartermi.net

EXEC/ADMIN/SECRETARY'S DEPARTMENTS

Vice Commander (Except when Chief's Rep.)

Rear Commanders of Executive Department

Commanders of Administrative Department

Rear Commanders of the Secretary's Dept.

District Commanders

Mail to: Stf/C Hector L. Colon., SN
3451 Marina Crest Drive
Gainesville, GA 30506

Email to: HLColon@aol.com

TREASURER'S DEPARTMENT

Vice Commander (Except when Chief's Rep.)

Rear Commander of the Treasurer's Dept.

Mail to: R/C Diana G Jackson, SN
See above for mailing addresses

Email to: dijacks02@comcast.net

GRANT TRAVEL

Mail to: V/C Lee Popham, JN
7101 SW 67 Avenue
South Miami, FL 33143

Email to: popham@earthlink.net

*General and standing committee members FIRST submit vouchers to chairperson of their respective committee.

(BUD-2A, 7/9/2019)