

Department of Pennsylvania, Veterans of Foreign Wars of the United States
 4002 Fenton Avenue – Harrisburg, PA 17109
TRAVEL EXPENSE VOUCHER

Name _____ Title _____
 Address _____

PURPOSE FOR TRAVEL: _____

ITINERARY

MM/DD/YY	TIME	ODOMETER	MILEAGE	PER DIEM	MISC	TOTAL
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
TOTAL						

**I certify that the amount listed above is for expenses incurred and paid by me for the purpose of business and no part represents compensation for personal services.
 Receipts for lodging and any expense claimed required.**

Private Auto Travel _____ Owner or Operator _____ Passenger
If travel by private auto was authorized I, as owner or operator of vehicle was primarily responsible for payment of its operating expenses

Signature of Owner or Operator / Claimant _____

Department Quartermaster's Use Only:
 Commander _____ Date _____
 Quartermaster _____ Date _____
 Check # _____ Acct # _____ Total _____

Forward to: Quartermaster
 Department of PA VFW
 4002 Fenton Avenue
 Harrisburg, PA 17109

INFORMATION CONCERNING REIMBURSEMENT OF EXPENSES

THIS INFORMATION IS REQUIRED TO SATISFY INTERNAL REVENUE SERVICE REQUIREMENTS

An Accounting must be made of money that you receive as reimbursement for expenses incurred while serving as a representative of the Department of Pennsylvania, Veterans of Foreign Wars. Otherwise, the Internal Revenue Service (IRS) may consider the money you receive as personal income.

Lodging receipts and Odometer *readings* MUST accompany this voucher. The voucher is for reimbursement of expenses, NO ADVANCE PAYMENTS!

In order to protect yourself, you should complete the Travel Expense Form in detail and attach all of your receipts to the form before submitting it for reimbursement. The Department of PA VFW will reimburse up to \$125.00 per diem for hotel and meals start date July 1, 2018.

When a hotel room is provided by the Department of PA. VFW, no per diem will be paid. If travel for the Department without a room, per diem will be paid at the rate of \$40.00 per day.

(Breakfast \$9.00 Lunch \$12.00 Dinner \$19.00)

TRAVEL: (To be based on AAA mileage)

Automobile Travel - .50 cents per mile (AS OF FEBURARY 4 2013) * For Owner or Operator **ONLY**

NOTE: Any trip over 300 miles one way, must be authorized in advance.

Payment not allowed if Travel Expense Form is submitted more than sixty (60) days following date expenses were actually incurred.

NO VOUCHER WILL BE HONORED AFTER TERMINATION OF PENNSYLVANIA STATE CONVENTION DATE.