



New York State Elks Association
 Renee Bott, Secretary - 17 Linda Lane - Waterford, NY 12188
 Office: (518) 279-2022 - email: statesecretary@nyselks.org



GENERAL FUND

MAJOR PROJECTS

GRAND LODGE CONVENTION COMMITTEE

TRAVEL & COMMITTEE EXPENSE VOUCHER

All claims must be first approved by your District Trustee

Only One (1) Payee can be used per form

PAID BILL RECEIPTS MUST ACCOMPANY ALL CLAIMS FOR REIMBURSEMENT, EXCEPT MILEAGE
 FOR REIMBURSEMENT OF TRAVEL AND EXPENSES INCURRED FOR:

NYSEA Convention/Conference* Grand Lodge Convention Other***

Hotel Allowance Actual cost up to \$175 per day Attach Statement \$ _____

**State Policy covers Convention/Conference Attendance for 3 days only.
 Exceptions must be authorized.*

Total Mileage _____ @ .35/mile \$ _____

Note: ⇨ Parking and Tolls are not reimbursable ⇨

Voucher No. (Office Use Only)	Account Code	Budget Description	Item Description	Expense Amount

TOTAL CLAIM: \$ _____

Signature: _____ Date: _____

Print Name: _____

Committee and/or Title: _____

Email (For Acknowledgement): _____

Make Check Payable To: _____

Send Payment To: _____

Mailing Address: _____

 PRINT TRUSTEE NAME

 DATE

 *** TRUSTEE SIGNATURE ***

For Office Use Only:

 Voucher Number(s)

 Date Received

ALL VOUCHERS FOR REIMBURSEMENT FOR PERSONAL EXPENSES MUST BE SUBMITTED WITHIN 30 DAYS
 OF THE DATE OF INCURRENCE OR BY THE END OF THE FISCAL YEAR, WHICHEVER COMES FIRST, OR BILLS
 WILL BE DISALLOWED.

FISCAL YEAR ENDS AUGUST 31