



**New York State Elks Association**  
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**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)    \$\_\_\_\_\_ Acct Code:

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

**Total Mileage** \_\_\_\_\_ @ .35/mile    **Travel Acct Code:** \$\_\_\_\_\_

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**