



# New York State Elks Association

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GENERAL FUND  MAJOR PROJECTS  CAMP BRISTOL   
GRAND LODGE CONVENTION COMMITTEE

## TRAVEL EXPENSE VOUCHER

PAID BILL RECEIPTS MUST ACCOMPANY ALL CLAIMS FOR REIMBURSEMENT, EXCEPT MILEAGE

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

*Send claims for reimbursement to your District Trustee*

**\*\*\*All claims must be approved by your District Trustee before being processed\*\*\***

Hotel Allowance Actual cost up to \$175 per day Attach Statement \$ \_\_\_\_\_ (A)

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

Total Mileage \_\_\_\_\_ @ .35/mile \$ \_\_\_\_\_ (B)

**Note:** ⇨ Parking and Tolls are not reimbursable ⇐

OTHER (Describe) \_\_\_\_\_ \$ \_\_\_\_\_ (C)

ACCOUNT CODE \_\_\_\_\_ 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 NO.                      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**