

Expense Voucher
Kansas Federation of NARFE Chapters
Dates Included: _____

Name:	Title:
Address (Street) : (City & State)	

Type of Expense	Regular	Training	Convention	Total
Honorarium				
Mileage ** [Round Trip To ____ & miles.] (plus toll/parking)				
Commercial Fare [To/Purpose]				
Total Travel				
Meals				
Lodging				
Office Supplies [Including Reproduction Costs]				
Postage				
Telephone				
Miscellaneous***				
Paragraph 409B Convention EXP				
Total Requested Expenses				

<p>**When recording travel trips, please note whether this is Regular – Troubled – or Invitation Chapter visit. <u>Ex. McPherson (7-10-06) – Invitation (286 mi)</u></p> <p>***Itemize miscellaneous expenses individually.</p> <p>++ Vouchers should be submitted at least quarterly. Expenses over six-months old will not be reimbursed.</p> <p>+++ Receipts must be submitted for all expenses claimed.</p>	<p><u>For Payment Mail To:</u></p> <p>Peggy Coder 4902 Decatur Road Effingham, KS 66023 e-mail: <u>pcoder@yahoo.com</u> <u>Telephone: (913-833-4925)</u></p>
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Signature: _____ Date: _____

Revised 10-10