

**Expense Voucher**  
**Kansas Federation of NARFE Chapters**  
**Dates Included: \_\_\_\_\_**

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

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

<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><b>++ Vouchers should be submitted at least quarterly. Expenses over six-months old will not be reimbursed.</b></p> <p><b>+++ Receipts must be submitted for all expenses claimed.</b></p>	<p><b><u>For Payment Mail To:</u></b></p> <p><b>Jerry Ketter</b>  <b>2958 US Highway 75</b>  <b>Sabetha, KS 66534-9618</b></p> <p><b><u>e-mail: EKJER@ATT.NET</u></b>  <b><u>Telephone: (785-284-2808)</u></b></p>
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 10-10