Expense Voucher

Kansas Federation of NARFE Chapters

Dates Included: _____

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

Type of Expense	***Regular***	***Training***	***Convention***	***Total***
Honorarium				
Mileage ** **[Round Trip To Plus Date]** **(.30 effective 5-15-06 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				

When recording travel trips, please note whether this is Regular – Troubled – or Invitation Chapter visit. Ex. McPherson (7-10-06) – Invitation (286 mi) ***Itemize miscellaneous expenses individually. **++ Vouchers should be submitted at least quarterly. Expenses over one-year old will not be reimbursed. **+++ Receipts must be submitted for all expenses claimed.**	**For Payment Mail To:** **Jerry Ketter** **2958 US Highway 75** **Sabetha, KS 66534-9618** **e-mail: EKJER@ATT.NET** **Telephone: (785-284-2808)**

Signature: _____ Date: _____

Revised 5-09