

Sons of The American Legion, Detachment of Wisconsin

Commander and Adjutant Travel Expense Form

Only the Commander and Adjutant have a travel expense budget
Submit Vouchers to: Christopher Sherman, 130 Ormsby St, Pewaukee, WI 53072 shermhunter@gmail.com

NAME	_____	ADDRESS	_____
CITY	_____	ZIP CODE (PLUS 4)	_____
TITLE	_____	DISTRICT	_____
		SQUADRON	_____

ITEMIZATION OF EXPENSES			
Form must be submitted within <u>15</u> days of the event.			
DATE	TRAVEL: Travel is authorized by the Detachment at the rate of \$0.35 a mile for driver.		
	Driver	_____	
	From	_____ To _____	
	From	_____ To _____	
	Total Miles	_____ Circle one Round Trip/One Way	
	TOTAL		\$ _____
DATE	LODGING: Lodging will be reimbursed up to \$100.00/day		
	Number of days _____ at \$ _____ per day	Total _____	
	Number of days _____ at \$ _____ per day	Total _____	
	TOTAL		
			\$ _____

Receipts should be attached whenever possible.

TOTAL EXPENSES \$ _____

The above expenses were incurred on Detachment business:

 Nature of trip - Name of committee - Name of meeting

SIGNATURE _____

DATE _____

APPROVED _____

APPROVED _____

Detachment Finance Chairman

Department Adjutant

CHARGE ACCOUNT NUMBER _____

Commander receives \$2000.00/yr, Adjutant receives \$1000.00/yr for carrying out the business of the Detachment. Paper, postage and printing expenses can be claimed on Administrative Expense Form. Receipts required