

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: Tom Petrie 808 E. Cady St. Watertown, WI or tpjc@charter.net

| | |
|-------|-------------------|
| 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

For Finance
Officer Only

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