

Department of Pennsylvania, Veterans of Foreign Wars  
of the United States  
4002 Fenton Avenue - Harrisburg, PA 17109  
**TRAVEL EXPENSE VOUCHER**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

PURPOSE FOR TRAVEL: \_\_\_\_\_

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ITINERARY

MM/DD/YY	TIME	ODOMETER	MILEAGE	PER DIEM	MISC	TOTAL
	DEP		//////////	//////////		
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
TOTAL						

I certify that the amount listed above is for expenses incurred and paid by me for the purpose of business and no part represents compensation for personal services.  
Receipts for lodging and any expense claimed required.  
Private Auto Travel \_\_\_\_\_ Owner or Operator \_\_\_\_\_ Passenger \_\_\_\_\_  
If travel by private auto was authorized I, as owner or operator of vehicle was primarily responsible for payment of it's operating expenses

Signature of Owner or Operator / Claimant \_\_\_\_\_

Department Quartermaster's Use Only:

Commander/President \_\_\_\_\_ Date \_\_\_\_\_

Quartermaster/Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Check # \_\_\_\_\_ Acct # \_\_\_\_\_ Total \_\_\_\_\_

Forward to: John B. Getz, Jr., Quartermaster  
Department of PA VFW  
4002 Fenton Avenue  
Harrisburg, PA 17109

**VOUCHER WILL BE PROCESSED WITHIN SIXTY (60) DAYS OF RECEIPT**

INFORMATION CONCERNING REIMBURSEMENT OF EXPENSES

**THIS INFORMATION IS REQUIRED TO SATISFY INTERNAL  
REVENUE SERVICE REQUIREMENTS**

An Accounting must be made of money that you receive as reimbursement for expenses incurred while serving as a representative of the Department of Pennsylvania, Veterans of Foreign Wars. Otherwise, the Internal Revenue Service (IRS) may consider the money you receive as personal income.

Lodging receipts and Odometer *readings* MUST accompany this voucher. The voucher is for reimbursement of expenses, NO ADVANCE PAYMENTS!

In order to protect yourself, you should complete the Travel Expense Form in detail and attach all of your receipts to the form before submitting it for reimbursement. The Department of PA VFW will reimburse up to \$150.00 per diem for hotel (based on cost of hotel room).

Where a hotel room is provided by the Department of PA VFW, or furnished gratis, or not needed or used, per diem will be paid at the rate of \$40.00 per day.

(Breakfast \$9.00 Lunch \$12.00 Dinner \$19.00) – **ALL RECEIPTS MUST BE ATTACHED TO VOUCHER – IF RECEIPTS ARE NOT ATTACHED YOU WILL NOT BE REIMBURSED.**

TRAVEL: (To be based on AAA mileage)

Automobile Travel - .50 cents per mile (AS OF FEBRUARY 4 2013) \* For Owner or Operator **ONLY**

NOTE: Any trip over 300 miles one way, must be authorized in advance.

Payment not allowed if Travel Expense Form is submitted more than sixty (60) days following date expenses were actually incurred.

**NO VOUCHER WILL BE HONORED AFTER TERMINATION OF PENNSYLVANIA STATE CONVENTION DATE.**