

LECTURER'S EXPENSE VOUCHER*

Lecturer: _____

Address: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Society							
Transportation <i>Please note mode of Transportation</i> Plane Own Car/Rental Train Bus							
Breakfast							
Lunch							
Dinner							
Hotel							
Total							

TOTAL EXPENSES \$ _____

Have you received an advance for this trip? () NO () YES Amount \$ _____

Lecturer's signature _____ Date _____

For Office Use Only

Travel expenses \$ _____

Used AIA Credit Card: _____

Lectures@ \$150 \$ _____

Donated Honorarium: _____

TOTAL \$ _____

Less advance \$ _____

REFUND \$ _____

Payment approved:

*(see page #2)

Date approved:

We DO NOT reimburse:

- First class travel
- Purchase of personal items (including house gifts, drinks on the airplane, etc.)
- Expenses for which there are no receipts
- Expenses incurred by a traveling companion

Please make an effort to travel as economically as possible.

YOUR REIMBURSEMENT WILL NOT BE SENT UNLESS YOUR FOLLOW-UP FORMS ACCOMPANY THIS VOUCHER