

Travel and Expense Voucher Instructions

- € **Per Diem travel rates are \$40.00 for the first and last days and \$50.00 all other days. Use of a personal vehicle will be reimbursed at the rate of .50 cents per mile.**

Per Diem Travel Rates

First Day	Other Days (Full Days In Between)	Last Day	
Date	Dates thru	Date	
1 @ \$40.00	No# of Days @ \$50.00 =	1 @ \$40.00	\$

1. All expenses should pertain to business on behalf of The American Legion Department of Missouri, Inc. Expenses should be kept within reasonable limits.
2. Each individual should complete a voucher (in ink or typed). Only expenses in the Department budget or approved by the D.E.C. will be reimbursed.
3. Actual and reasonable documented lodging (original receipts) will be reimbursed. Lodging and meals will only be reimbursed for away from home overnight travel.
4. Expenditures should be recorded at or near the time incurred. A separate receipt must be attached for expenditures of \$25.00 or greater. Each individual should retain a copy for his or her records.
5. A travel advance may be obtained but a voucher reflecting actual incurred expenses must be filed. If actual expenses are less than travel advance the remainder will be returned to the Department.
6. All expenses may not be covered. Good judgment should be exercised in making expenditures and claims.
7. **Vouchers should be completed and submitted within a month of incurred expenses. Delays may be permitted at the discretion of the Department Adjutant or the Department Finance Officer.**

**Thank you for keeping expenses reasonable and for your dedication to
The American Legion**

