

AFGE Council 171 Expense Voucher

Reimbursement: _____ OR Advance: _____

REQUEST DATE: _____

Payee: _____

Person Requesting Check if not PAYEE: _____

Amount Requested: \$ _____

Budget Category: Caucus Election EBoard Postage Convention Office Charity Dental

Perdiem Publicity Negotiations Stipend Organizing PerCapita Training

OTHER: _____

NOTE: IRS and Department of Labor regulations require that all funds disbursed for Travel or for purchase of goods and services be accounted for by a Travel Voucher or receipts. Any funds disbursed as reimbursement or as per diem not accounted for by receipts or Travel Voucher may be subject to reporting to the IRS via IRS 1099.

TRAVEL VOUCHER: If these funds are per diem please fill in the following:

Purpose of Travel: _____
(Examples: Article 46 Negotiations, District Training, National Convention, etc.)

Dates of Travel: FROM _____ TO _____

Place of Meetings: _____
(Examples: DFAS Hq Washington DC, Salt Lake Hilton, Crystal City Marriott DC. etc.)

PURCHASE: If these funds are for purchasing goods and/or services, Please attach receipts, circling the items to be reimbursed and complete the description of what is purchased below and what it was used for:

Description: _____

Signature of Person Receiving Funds

Treasurer's Section:

Date of Check: _____ Check Number: _____ Amount of Check: \$ _____