



RURITAN NATIONAL
Expense Voucher



Period Covered From _____ to _____

Name (Please print) _____

Address _____

Office Held _____ Date _____

Signature _____

1 Date	2 Location at which expense was incurred, points between which travel was necessary, method transportation. Each day's expense must be shown separately, and the reason for the trip must be listed.	3 Miles Traveled	4 Miles X .30 or Fares	5 Meals Amount	6 Other (Itemize column 2)	7 Totals

(Carry forward to an extra voucher if necessary)

INSTRUCTIONS

1. These reports should be submitted at least monthly to Ruritan National, P. O. Box 487, Dublin, VA 24084. All vouchers must be submitted within 90 days of incurring expenses, or they will not be paid.
2. Be sure to sign the voucher and fill out all the information at the top of the page.
3. Keep each day's expenses separate.
4. Any amount listed in column 6 must be explained in column 2.
5. Mileage and travel instructions:
 - A. If travel is by automobile, show mileage in column 3. Multiply mileage from column 3 by the amount shown in column 4 to get a total mileage amount to be reimbursed.
 - B. If public transportation (air, bus, or train) is used, leave column 3 blank and show the fare in column 4.
 - C. If automobile rental is necessary, reimbursement will be limited to a mid-size car with free mileage and fuel.
6. Columns 4, 5, and 6 should equal column 7.
7. Ruritan National pays the following expenses:
 - A. Motel or hotel room. (Receipt must be attached.) If two Ruritans submitting an expense voucher share a room, Ruritan will pay each one-half (1/2) the double rate.
 - B. Your meals, including tips. (Not to exceed \$15.00 per day.)
 - C. Car mileage at 30 cents per mile.
 - D. Tolls for roads, bridges, and parking.
 - E. Bus, train, or plane fare (a receipt must be attached).
 - F. Shuttle and taxi fares, including tips.
 - G. Ruritan phone calls (list must be attached) and postage.

CREATING THRIVING COMMUNITIES ACROSS AMERICA