



American Legion Auxiliary

Department of Minnesota
State Veterans Service Building
20 W 12th St. #314 St Paul MN 55155
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Toll Free 1-888-217-9598
Email – deptoffice@mnala.org

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Process on filling out and submitting an expense voucher for reimbursement.

Request a form from the Department Office or download a form from the Department Website at mnala.org.

We need each individual to complete their own voucher and submit it for payment no later than one week after the expense/function occurred. You are accountable for mileage and should check your odometer when starting out and also when returning home. The Department will reimburse mileage at \$.40 per mile from your starting point, to the Auxiliary function and back to your home. By you jotting down your starting mileage and ending mileage we will be able to be much more accurate than trying to "pre-figure" mileage for each individual.

For per diem we need the dates of per diem you are entitled to, the function you are attending and a total amount to be reimbursed. If you are unsure of the amount of per diem for the function you are attending you can either call the Department Office or look at the Department Standing Rules which are available on the Department Website at mnala.org.

List each expense you are to be reimbursed for and make sure to attach any receipts for those expenses.

Please remember that you need to turn in your voucher and applicable receipts no later than one (1) week following the function you have attended. If you have any problems or need further assistance please contact the Department Secretary.