EXPENSE VOUCHER **NAME: _____**

American Legion Auxiliary
Department of Minnesota
20 W 12th St. #314
St. Paul, MN 55155

MILEAGE @ $.40 PER MILE

Date	Miles	From	To	Amount Due
			Subtotal	

PER DIEM

The IRS advises the amount of per diem paid in excell of your actual expense is subject to Federal Income Tax.
You are advised to retain an itemized account of your actual expense.

Date	Event/Explanation	Amount Due
	Subtotal	

EXPENSES (Receipts must be attached)

Date	Allowable Expense	Amount Due
	Subtotal	
	Grand Total Due	

Signature: _____ **Date: _____**

Approved by: _____ **Date: _____**