Name:		Title		Date						
Date	City/Event	Mileage	Mileage Rate .51	Lodging	Telephone	Postage	Awards	Supplies	Other	Total
	·	0			·					0
			0							0
			0							0
			0							0
			0							0
			0							0
			0							0
			0							0
			0							0
			0							
			0							0
			0							
Date	Expense Tracking Table									0
			0							
			0							
			0							0
			0							0
			0							0
			0							0
	COMMENTS:							Grand Total		0
								Grand Tota	ı	U
	Signature				MAKE A CO	OPY FOR Y	OUR REC	ORDS BEF	ORE SENDI	ING IN
	Address									
					Telephone					
	I certify that I used my per	rsonal vehicle f	or travel							

This is for your protection

The amount of per diem paid in excess of ACTUAL EXPENSE is subject to Federal Income Tax on the part of the recipient of the per diem. Itemize all expenses in relation to American Legion volunteering such as: Hotel, Meals, Taxis, Tips, Misc.

Revised: September 2020 per DEC & Department Finance committee