

THE AMERICAN LEGION, DEPARTMENT OF MICHIGAN

EXPENSE VOUCHER

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							0
			0							0
Date	Expense Tracking Table									0
			0							0
			0							0
			0							0
			0							0
			0							0
			0							0
COMMENTS:										
									Grand Total	0

Signature _____

MAKE A COPY FOR YOUR RECORDS BEFORE SENDING IN

Address _____

Telephone _____

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