# American Legion, Department of Michigan

## Expense Voucher Form

### Form Information
- **Name:** [Enter Name]
- **Title:** [Enter Title]
- **Date:** [Enter Date]

### Expense Tracking Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Mileage</th>
<th>Mileage Rate .51</th>
<th>Lodging</th>
<th>Telephone</th>
<th>Postage</th>
<th>Awards</th>
<th>Supplies</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Comments

- **Grand Total:** 0

**Signature**

**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*