

Instructions for Submitting Travel Reimbursements

- 1) Fill in the Travel Expense Voucher with details of your expenses.
- 2) Total up the expenses and sign the completed form.
- 3) Tape small pieces of supporting receipts on an 8 1/2 by 11 paper.
- 4) **Make one pdf copy of the completed TEV and all receipts.**
- 5) E-mail the pdf file to : finance@asianetwork.org
- 6) Subject: *Your Name* Travel Reimbursement

Note: If you drive, mileage reimbursement in 2016 is 54 cents per mile.

ASIANetwork Travel Expense Voucher

Please print or type

Name: _____

Complete Mailing Address: _____

Meeting, or purpose of trip: _____

Send by e-mail pdf copies of this completed voucher and receipts to:
finance@asianetwork.org

Subject: *Your Name* Travel Reimbursement

Date	Details of Expense	Auto Mileage	Auto Mileage Amount	Airfare	Taxi	Lodging	Meals	Other Expenses
Totals								

Grand Total \$ _____

Signature

Please include receipts or copies of bills in support of expenses for lodging and transportation (excluding auto mileage and hotel tips).