

# Subud USA

Subud USA • 4216 Howard Road • Beltsville, MD 20705

## National Expense Voucher

Name			Date		
Street					
City	State	Zip	Email		

All reimbursement must be accompanied with original receipts  
All vouchers are paid through electronic funds transfer (EFT)

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.			
Date								Estimate	Actual	
Lodging								\$	\$	
Breakfast								\$	\$	
Lunch								\$	\$	
Dinner								\$	\$	
Airfare*								\$	\$	
Taxi/Shuttle								\$	\$	
Parking								\$	\$	
Registration								\$	\$	
Other								\$	\$	
Miscellaneous	Date		Purpose							
Printing & Copying									\$	\$
Postage & Shipping									\$	\$
Supplies									\$	\$
Other									\$	\$
Mileage reimbursement when using personal vehicle	Date		From	To	Total	@ _____¢ per mile		\$	\$	
*Airfare may be reimbursed prior to travel								<b>Total:</b>	\$	
								Less advance*	\$	
								Balance due SUSA	\$	
								Balance due member	\$	

I have routing/account number on file  Yes  No.

If ' No' please complete EFT form and send to office at above address.

Send only \$ \_\_\_\_\_ of these expenses as reimbursement. Send receipt of tax deductible donation of the balance to the address above.

Send receipt of tax deductible donation instead of the full reimbursement to the above address.

Reimburse the total amount and send to above address.

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_