

# Volunteer Expense Reimbursement Voucher

Vendor # \_\_\_\_\_  
 Pay to \_\_\_\_\_  
 Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/ST/ZIP \_\_\_\_\_

Business Purpose of trip/expense QCOR 2014 Scientific Sessions  
June 2-4, 2014



**Return to the attention of:**

Melissa Jarvis  
 7272 Greenville Ave, Dallas, TX 75231

Check if address change

Enter cost of airfare, attach itinerary and airline passenger receipt. Including ticket

Includes taxi fare, shuttle, parking, toll fees, etc. Attach

Attach hotel invoice, separating room charges from meals, telephone, and other charges

Attach receipts if more than \$25. Refer to instructions in National

Attach documentation supporting names, titles, and business purpose of meal

Explain in detail. Attach receipts if more than \$25.

Date	Description/Explanation	Transportation			Personal Auto Mileage		Hotel	Meals					Misc Expenses	Totals
		Airfare	Car Rental	Other	Miles	\$		Breakfast	Lunch	Dinner	With Others	Total Meals		
						0.140								
						-							-	-
						-							-	-
						-							-	-
						-							-	-
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						-							-	-
						-							-	-
						-							-	-
<b>Total Expenses</b>		-				-	-	-	-	-	-	-	-	-
Expense Category		AIRV	CARV	TRNV	N/A	MILV	HTLV	MLBV	MLLV	MLDV	N/A	N/A	MISV	

Business Unit 410306 Work Order 8815

The above expenses are necessary and reasonable business expenses, and have not been previously reimbursed.

Signature of volunteer \_\_\_\_\_

Approval \_\_\_\_\_  
 Melissa Jarvis  
 Printed name of Approver

**Donations to the AHA**  
 A donation in lieu of reimbursement for AHA business-related expenses is greatly appreciated, and may constitute a deductible charitable contribution. Please attach appropriate receipts for reimbursable items, even if you plan a donation. The AHA will send you a receipt for the amount of your donation. Donation of services is not considered by the IRS to be a deductible charitable contribution. Please consult your tax advisor about special rules regarding deductibility of charitable contributions.

Less:  
 Donation to AHA 2041  
 Balance due to (from) volunteer -