

## **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](mailto:finance@asianetwork.org)
- 6) Subject: *Your Name* Travel Reimbursement

**Note:** If you drive, mileage reimbursement in 2015 is 57.5 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
<b>Totals</b>								

**Grand Total \$** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

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