

**INDIANA STATE USBC YOUTH ASSOCIATION  
TRAVEL AND EXPENSE VOUCHER**

Name : \_\_\_\_\_

Telephone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address : \_\_\_\_\_

Office Held : \_\_\_\_\_

City : \_\_\_\_\_

Zip code : \_\_\_\_\_

Zone # \_\_\_\_\_

**Reason For Travel**

**Location and Date**

- Board Meeting       Committee Meeting  
 Tournament       Misc. \_\_\_\_\_

City : \_\_\_\_\_ Date : \_\_\_\_\_

From : \_\_\_\_\_ To \_\_\_\_\_ One Way Miles \_\_\_\_\_ X 2 = Round Trip Miles \_\_\_\_\_

Motel Expense (With Receipts) \$ \_\_\_\_\_ Meals Allowance: \$ \_\_\_\_\_ Total Travel Expense \$ \_\_\_\_\_

**Other Expenses (Supplies-Postage-Etc.)**

Date	Description of Expenses ( Attach Receipts)	Amount

Date Submitted : \_\_\_\_\_

Total of Other Expenses: \$ \_\_\_\_\_

Date Paid: \_\_\_/\_\_\_/\_\_\_ Check # \_\_\_\_\_ Amount : \$ \_\_\_\_\_ Authorized By: \_\_\_\_\_

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