



Operations Manual  
Section XI – Committees  
G – Finance / Budget

**VOUCHER FOR REIMBURSEMENT OF EXPENSES**

For Board and Committee Activities

MAKE CHECKS PAYABLE TO: \_\_\_\_\_

FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

**EXPENSES:**

PER DIEM \_\_\_\_\_ DAYS @ \$20.00 PER DAY \_\_\_\_\_

MILEAGE \_\_\_\_\_ MILES @ \$0.35 PER MILE \_\_\_\_\_

**Note: \$.40 per mile when gasoline cost is \$4.00 per gallon or more.**

**OTHER:** (SPECIFY), e.g. Lodging, Meals, Airfare, Taxi, Ferry, Parking, etc.

\_\_\_\_\_  
\_\_\_\_\_  
TOTAL EXPENSES: \_\_\_\_\_

**Please attach any receipts to support your reimbursement request.**

Signature of person requesting reimbursement

\_\_\_\_\_

**Mail or E-mail this Reimbursement Request to:**

WSUSBC  
P.O. Box 920  
Kelso, WA 98626  
E-Mail: [wsusbc@comcast.net](mailto:wsusbc@comcast.net)  
Phone: 360-578-0911  
FAX: 360-746-0019