

Sweet Adelines International Corporation
 9110 S Toledo Ave Tulsa, OK 74137

Volunteer Travel/Meeting Expense Statement
 (Please submit statement within 15 days of the conclusion of the event)

Purpose and Location of event:

Dates:																				
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NOTE: Attach airline ticket if not booked through Journey House. All receipts must be original.

Travel Expenses: TOTALS

2025 Auto Mileage @ .70¢ per mile																				
Tolls/Parking/Tips																				\$ 0.00
Taxi																				\$ 0.00
Housing																				\$ 0.00
Per Diem*																				\$ 0.00

*If eligible, please list per diem as an expense above and if applicable list below as an advance received prior to event.

Other																				\$ 0.00
Other																				\$ 0.00

Instructions: ♪ ATTACH all receipts. ♪ SUBMIT expense statement within 15 days of the conclusion of event. ♪ KEEP copy for your files. ♪ MAIL original to Sweet Adelines International for approval. (Space for accounting purposes)	Grand Total:	\$ 0.00
	Less advance received prior to event, including per diem:	
	Amount due me:	
	Amount due Sweet Adelines International (check enclosed):	

Please Print Your Name and Address

Name: _____

Address, City, State, Zip: _____

Your Signature: _____ **Your Title:** _____

For office use only:

Approval Signature _____

Title: _____ Date: _____

Updated May 2023