

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:

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

Travel Expenses:

TOTALS

Auto Mileage
 @ .585¢ per mile

Tolls/Parking/Tips

Taxi

Housing

Per Diem*

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

Other

Other

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:

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: