

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

Auto Mileage @ .655¢ 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: _____