

2011-12 ISRT EXPENSE VOUCHER

NOTE: No reimbursements will be made without a properly completed voucher and a dated receipt or bill for each item. Receipts must be original (unless there is an explanation) and cannot be altered. Attach all receipts to the back of the voucher and mail the originals to the ISRT Treasurer. Mail a copy of the receipts and the voucher to the Finance Committee Chairman. Retain a copy of the voucher and receipts for your files. Vouchers submitted after 30 days of the incurred expense may not be reimbursed. For any payment requested in advance, a completed expense voucher with estimated costs must be submitted before a check will be issued. Up to 75% of the budgeted amount will be advanced. The balance will be paid after the requesting individual files a report and submits the required receipts.

CHECK PAYABLE TO: NAME _____
 ADDRESS _____
 CITY/STATE/ZIP _____ DATE: _____
 VOUCHER SUBMITTED BY: _____ COMMITTEE OR OFFICE: _____

MISCELLANEOUS ISRT EXPENSES--PLEASE ITEMIZE AND PROVIDE BRIEF EXPLANATION								
1.								\$
2.								\$
3.								\$
4.								\$
5.								\$
TOTAL AMOUNT SUBMITTED:							\$	
TRAVEL: CITY AND STATE OF DESTINATION AND REASON _____								
	SUN	MON	TUE	WED	THU	FRI	SAT	
DATES								
AUTO: TOTAL # MILES DRIVEN _____ X _____ CENTS PER MILE (CURRENT IRS RATE)							\$	
PLANE FARE OR OTHER MODE OF TRAVEL (LIST MODE OF TRAVEL) _____							\$	
LODGING								\$
MEALS \$50/DAY								\$
TAXI								\$
HOTEL PARKING								\$
REGISTRATION								\$
MISC.--LIST _____								\$
TOTAL EXPENSES							\$	
LESS AMOUNT ADVANCED							\$	
AMOUNT DUE ME OR ISRT (CIRCLE)							\$	

TO BE COMPLETED BY THE ISRT TREASURER

APPROVED EXPENSE: YES NO WITHIN BUDGET: YES NO

POSTED TO: _____

AMOUNT PAID:\$ _____ DATE: _____ CHECK #: _____

FINANCE COMMITTEE CHAIRMAN _____

TREASURER _____

COMMENTS: _____

ISRT EXPENSE VOUCHER
 ADOPTED:
 AMENDED: 10/87, 4/89, 9/96, 7/00, 7/03

Mail original receipts & completed voucher to:

ISRT TREASURER
 Lynn Howley, RT(R)(BD)
 6210 W. 300 N
 Boggstown, IN 46110

Mail copy of receipts & completed voucher to:

FINANCE COMMITTEE CHAIRMAN
 Bruce Long, RT(R)(CV), FASRT
 1462 Raver Court
 Greenwood, IN 46143