

## 2009-10 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.								\$	
<b>TOTAL AMOUNT SUBMITTED:</b>								<b>\$</b>	
<b>TRAVEL: CITY AND STATE OF DESTINATION AND REASON</b> _____									
	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)								\$	

<b>TO BE COMPLETED BY THE ISRT TREASURER</b>	
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)  
 6210 W. 300 N.  
 Boggstown, IN 46110

**Mail copy of receipts & completed voucher to:  
 FINANCE COMMITTEE CHAIRMAN**  
 Ashley Smith, RT(R)(MR)  
 1041 Central Park Blvd South  
 Greenwood, IN 46143