

## USMS REIMBURSEMENT VOUCHER

**Budget Account Title:** NW Zone  
2514

**Account (Project) Number:**

**Budget Year:**  
2018

**Instructions (Please submit request within 30 days of incurring the expenses.)**

1. Use a separate voucher for each budget account number submitted.
2. Fill in the appropriate account number as found in the budget.
3. Please print or type legibly.
4. Attach receipts in order by expense type (number). You may use the reverse side for additional explanation or itemization.
5. Please DO NOT submit requests under \$25, except at the end of the calendar year.
6. If a committee member incurs an expense, the committee member must complete the voucher and submit the voucher to the committee chair for an approval signature first, before submitting the voucher to the CFO for reimbursement.
7. **REMINDERS: Be sure to attach expense receipts to the voucher. If the reimbursement is in excess of your approved budget, obtain the proper approval. See FOG Section VI.**
8. Mail or email scanned copies of completed vouchers and receipts to:

**Reimbursements, NW Zone**  
**Attn: Ken Winterberger**  
**1201 Denali Street, #311**  
**Anchorage, AK 99501**

**kwinterberger@gmail.com**

Requester name:

Address, city, state, zip:

Make check payable to third party:

Address, city, state, zip:

	EXPENSE TYPE	AMOUNT	PURPOSE/EXPLANATION OF EXPENSE
52100	Travel (airfare/parking/taxi/mileage)	\$	(.535 per mile)
52300	Hotel	\$	
	Convention Registration	\$	
	<b>Total Reimbursement</b>	<b>\$</b>	

I hereby submit this request for reimbursement of expenses incurred by me on behalf of USMS, Inc.

**Signature of requester:**

**Date:**

### APPROVALS

**Committee Chair/Officer:**

**Date:**

**CFO:**

**Date:**