EXPENSE REIMBURSEMENT REQUEST VOUCHER

EVENT (IF APPLICABLE):

NAME:

ADDRESS:

CITY, STATE, ZIP:

AFSCME Local 88
6025 E Burnside St
Portland OR 97215
www.afscmelocal88.org

DATE	DESCRIPTION	PER DIEM	PHONE	MEALS	AIRFARE	PARKING / MILEAGE	LODGING	COPIES / PRINTING	OTHER	TOTAL
	TOTALS									

LESS ADVANCES and charges pre-paid by Local 88 --->

INSTRUCTIONS: Complete the voucher, attach all receipts, and submit to the Treasurer for processing. If you are submitting mileage expenses, please attach documentation from a website such as maps.google.com or actual starting and ending mileage. Any per diem paid in excess of IRS standards is taxable income.

TOTAL REIMBURSEMENT due to the member (or to be paid back to Local 88) -->

MEMBER SIGNATURE:

APPROVED BY:

DATE PAID:	CHECK NUMBER:	TREASURER PROCESSED:	TRUSTEES AUDIT: