



ISMA EXPENSE VOUCHER

Date

Member Name		Chapter:
Check payable to:		
Address:		
City / State / Zip code:		

ITEMS FOR WHICH YOU ARE REQUESTING REIMBURSEMENT:

Please be as specific as possible (see list of categories to choose from)

CATEGORY	DETAILS	AMOUNT
1 _____	_____	\$ _____
2 _____	_____	\$ _____
3 _____	_____	\$ _____
4 _____	_____	\$ _____
5 _____	_____	\$ _____
PLEASE ATTACH RECEIPTS		TOTAL TO BE PAID \$

OFFICE USE ONLY

Date received _____ Date of check _____ Check # _____ Voucher # _____ Reconciled _____

Authorized by _____

CATEGORY	DESCRIPTION
Board of Trustees Meetings	Mtg in Chicago :
<i>Standing Rule #14</i>	1. Room rate as negotiated by National
May attend 3 mtgs but at least 2 mtgs	2. Transportation round trip to Chicago
(one at National & one at Chicago)	3. Present receipts per Diem not to exceed \$50.00 up to 3 days
Committees	
Annual Society Directory	
Budget & Finance	Life member refunds @ \$9.50
Publicity	
Electronic Communications	Web page
ISMA Board Meeting	Mileage for Executive Board miles / one car / chapter delegate x 2 meetings (Spring & Fall) (round trip as per current IRS business travel allowance as of the beginning of the present year) Room rental and refreshments / food
National Convention <i>Standing Rule #1</i>	1. Registration fee, minus any amount allowed in fee for lodging
Expenses for delegates	2. \$50 per diem including travel day prior and travel day after conference
	3. Travel expense of: (A) air coach fare (B) automobile mileage round trip as per current IRS business travel allowance as of the beginning of the present year. Toll fees and parking charges.
President's expense	
Vice President's expenses	
Secretaries expenses	
Special Projects	Scholarships and gifts
State Convention <i>Standing Rule #10</i>	
Expenses for Pres, Pres-Elect, Sec, Treas, Immed Past Pres, and Parliamentarian	1. Mileage x 6 Officers (round trip as per current IRS business travel allowance as of the beginning of the present year)
	2. Registration x 6 Officers
	3. Per diem x 6 Officers @ \$30 up to 2 days
National Rep	National Rep's lodging, registration and incidental meals