



National Order of Trench Rats
 Imperial Headquarters
 P.O. Box 500208
 Malabar, FL 32950

TRAVEL VOUCHER

Date _____

Name: _____

From: _____

To: _____

Purpose of Travel: _____

Air Fare (coach): \$ _____

Ground Transportation To & From Airport \$ _____

Rental Car \$ _____

Private Auto:# of Miles _____ @45 cents per mile \$ _____

Hotel \$ _____

Total \$ _____

Less Advance \$ _____

Net Amount Due .. \$ _____

This is to certify that this expense voucher submitted by the undersigned to Imperial Headquarters and thereafter reimbursed by Imperial Headquarters to the undersigned (or in the case of cash advances, accounted for) was not reimbursed by anyone else and it was in my judgment expended solely and exclusively for purposes connected with the performance of my duties with the National Order of Trench Rats .

**Imperial Headquarters Use
 Only (Payment Approved By)**

Signature: _____

Date: _____

Signature: _____

Title: _____

Authorized By: _____

Date: _____

- NOTE:**
1. Mileage is determined by MapQuest or Google round trip from Home to the event.
 2. Air Fare is determined by individual air fare round trip for one member in Couch or standard seat.
 3. Hotel rooms are referred to as a standard room for one member only.