

UPMA

SOUTH CAROLINA
CHAPTER

OFFICIAL TRAVEL EXPENSE VOUCHER

Submit within 30 days of return. Attach all receipts.

Voucher #: VCH - _____

Travel Order #: TO - _____

Date: _____

PAYEE INFORMATION

Officer Name: _____

Event Attended: _____

Travel Dates: _____

Destination: _____

Phone: _____

Mailing Address: _____

City/State/Zip: _____

EXPENSE DETAIL

EXPENSE ITEM	AMT	EXPENSE ITEM	AMT
Mileage - ____ miles x \$ ____	_____	Hotel/Lodging - ____ nights @ conf rate	_____
Per Diem (\$40/day)	_____	Airfare (round-trip, economy)	_____
Airport Parking	_____	Ground Transportation (max \$50/way)	_____
Registration Fee (early rate only)	_____	Other	_____

TOTAL AMOUNT CLAIMED

Receipts: ☐ Yes ☐ Partial ☐ No (per diem only)

NOTES

INSTRUCTIONS

A. Travel Order required - must be on file before travel.

B. Submit within 30 days of return. Late vouchers need Board approval.

C. Attach all receipts. Credit card receipts must be itemized.

D. Per diem \$40/day - no receipt required. No deduction for provided meals.

E. Reimbursement will not exceed authorized rates in the Financial Policy.

F. If unable to attend, repay any advance expenses to the chapter.

PAYEE CERTIFICATION

I certify that the expenses listed above were incurred by me on official SC Chapter UPMA business and are true and correct.

Date: _____

Officer Signature

PRESIDENT / EVP APPROVAL

I certify these expenses are correct and proper. Travel Order on file. Date: _____

President / EVP, SC Chapter UPMA

Amount Approved: \$ _____

FOR OFFICE USE ONLY — SECRETARY/TREASURER

Check/Trans #: _____

Date Paid: _____

Secretary/Treasurer Signature