Office Use Only:

PAID BY CHECK #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NEW MEXICO ANNUAL CONFERENCE EXPENSE VOUCHER**

**PAYABLE TO:**

NAME

ADDRESS

CITY       STATE      ZIP

**ACCOUNT #**

ACCOUNT/COMMITTEE NAME

DATE(S) OF EXPENSE

Please note: Except for mileage, all requests for reimbursement must be accompanied by original receipts for all expenses occurred.

TRAVEL: Auto      miles @ 40.2¢, 1 person $0.00

      miles @ 45.2¢, 2 or more $0.00

 Airfare, bus or rental $

 Parking, taxi, gasoline, tolls, etc $

MEALS: No. of meals

 Cost $       = $0.00

 Not to exceed $10.00/meal or a total of $30.00/day

LODGING:     day(s) @ $      /day $0.00

OTHER EXPENSES:

Honorarium: (SSN/EIN     ) $

Invoice: (#     ) $

      $

      $

      $

 **TOTAL EXPENSES CLAIMED**  **$0.00**

**AUTHORIZED BY:**

       DATE

Updated 1/1/2024