

Theta State, New Mexico Voucher
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL, INC.

TRAVEL RECORD

HONORARIUM

REIMBURSEMENT VOUCHER (attach receipt)

INVOICE PAYMENT (attach invoice)

Date	Type of Meeting, Activity, Expenditure, Business Billing		
Name	State Position		
Street or Box Address	City	State	Zip + 4
Home Phone	E-Mail Address		

Instructions: Attach receipts for all expenditures. Include pertinent explanatory material. Submit the request with receipts to the Theta State President. **Post mark no later than 14 days after the meeting or activity.** When the expenditures are approved by the State President, the Theta State Treasurer will mail acknowledgement of approval and payment.

1.0 Communication

1. _____ \$ _____

2.0 Executive Board

2.1 President \$ _____

2.2 Officers \$ _____

2.21 Hotel (\$30 x 3 nights) \$ _____

2.22 Mileage for state bus. \$ _____

(See Chart below)

2.3 Committees \$ _____

2.31 Hotel for state business \$ _____

2.32 Expenses \$ _____

2.33 Nominations - travel \$ _____

(See Chart below)

2.34 Finance/Budget \$ _____

2.35 Expansion \$ _____

3.0 Honoraria (12/1 & 6/1)

3.1 Treasurer (\$500) \$ _____

3.2 Editor (\$500) \$ _____

3.3 Webmaster (\$150) \$ _____

4.0 Events

4.1 State convention/Seed money \$ _____

4.2 Fall Mtg/Birthday Luncheon \$ _____

4.3 Leadership Dev. Seminar \$ _____

4.4 Speakers' Honoraria \$ _____

5.0 Scholarships & Grants

5.1 Theta State Scholarship \$ _____

5.3 B. June West Recruitment \$ _____

6.0 Travel

6.1 Treasurer: Int Conv/SW Reg \$ _____

6.2 Editor: Int Conv/SW Reg \$ _____

6.3 Imm. Past Pres: SW Reg \$ _____

6.4 1st Vice Pres.: SW Reg \$ _____

6.5 2nd Vice Pres.: SW Reg \$ _____

7.0 Administration

7. _____ \$ _____

7. _____ \$ _____

Membership Fees + Scholarship

(requested by TS treasurer) \$ _____

Total Amount Requested \$ _____

Travel Data		
Month	Day(s)	Year
List day(s) away from home city on Theta State business whether reimbursed or not ~ for calculating insurance.		

Signature: _____
Person submitting request

Approved: _____
Theta State President

Paid by: _____
Theta State Treasurer

Paid on: _____
Date Check #

Mileage Chart for Round-trip Officer travel	0 - 100	-\$0-
	101 - 200	\$30
	201 - 400	\$60
	401 - 600	\$90
	601 - 800	\$120
	801 - 1,000	\$150