

**NEW MEXICO STATE ORGANIZATION EXPENSE 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 NMSO President. **Post mark no later than 14 days after the meeting or activity.** When the expenditures are approved by the state president, the NMSO Treasurer will mail acknowledgement of approval and payment.

**1.0 Communication**

1.2 Website (350) \$ \_\_\_\_\_

1.3 Electronic Communication \$ \_\_\_\_\_

**2.0 Executive Board**

2.1 President \$ \_\_\_\_\_

2.2 Officers (State Business)

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

2.22 Mileage for state bus. \$ \_\_\_\_\_

(See Chart below)

2.3 Committees (State Business)

2.31 Hotel for state business \$ \_\_\_\_\_

(\$30 x 3 nights)

2.32 Expenses \$ \_\_\_\_\_

2.33 Nominations - travel \$ \_\_\_\_\_

(See Chart below)

2.34 Finance/Budget \$ \_\_\_\_\_

2.35 Expansion \$ \_\_\_\_\_

2.36 Educators' Recog Award \$ \_\_\_\_\_

2.37 Membership Initiative \$ \_\_\_\_\_

**3.0 Honoraria (12/1 & 5/1)**

3.1 Treasurer (\$500) \$ \_\_\_\_\_

3.2 Editor (\$500) \$ \_\_\_\_\_

3.3 Webmaster (\$250) \$ \_\_\_\_\_

**4.0 Events**

4.1 State convention/Seed money \$ \_\_\_\_\_

4.2 Fall Mtg/Birthday Luncheon \$ \_\_\_\_\_

4.3 Leadership Dev. Seminar \$ \_\_\_\_\_

4.4 Speakers' Honoraria \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Person submitting request

Approved: \_\_\_\_\_

NMSO President

Paid by: \_\_\_\_\_

NMSO Treasurer

Paid on: \_\_\_\_\_

Date

Check #

**5.0 Scholarships & Grants**

5.1 Theta State Scholarship (2,000) \$ \_\_\_\_\_

5.3 BJune West Recruitment (700) \$ \_\_\_\_\_

**6.0 Travel**

6.1 Treasurer: Int Conv/Conf (300) \$ \_\_\_\_\_

6.2 Editor: Int Conv/Conf (300) \$ \_\_\_\_\_

6.4 1<sup>st</sup> VP: Int Conv/Conf(250) \$ \_\_\_\_\_

6.5 2<sup>nd</sup>VP: Int Conv/Conf(250) \$ \_\_\_\_\_

**7.0 Administration**

7. \_\_\_\_\_ \$ \_\_\_\_\_

7. \_\_\_\_\_ \$ \_\_\_\_\_

**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.		

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