

Travel Expense Voucher	
Name of Judge/Position	
Dates of Workshop/Meeting	
Date of Arrival	
Date of Departure	
Destination/Hotel	
Purpose	
Airfare	
Baggage Fees	
Mileage/# miles RT	
Airport Parking/\$ Per Day	
Airport Transportation/Taxi/Car Rental	
Tolls/Incidental Expenses	
Hotel/Name Hotel	
Meals	
# Breakfast @ \$15.00/day	
# Lunch @ \$15.00/day	
# Dinner @ \$30.00/day	
Total Per Diem is \$60 Per Day	
Registration Expense	
Total Expenses	\$ -

*If this trip is not part of your required obligations as SJD, RJD, or NGB member,
please attach board minutes approving this expense.*

Copies of receipts for this trip must be attached to this voucher.

Updated 3/2020