



# NAVHDA 2022 Expense Voucher

Send to: NAVHDA  
P.O. Box 520, Arlington Heights, IL 60006

NAME:		EVENT:	
EMAIL:		EVENT DATE RANGE:	

## EXPENSES

CATEGORY	DETAILS	AMOUNT
<b>TRAVEL</b>		
	Airfare	
	Parking/tolls	
	Car rental/taxi	
	Personal car mileage:	\$.45 per mile
	TOTAL TRAVEL (7381)	
<b>LODGING</b>		
	TOTAL LODGING (7380)	
<b>FOOD AND BEVERAGE</b> <i>(Not to exceed \$50.00 per day)</i>		
	TOTAL FOOD AND BEVERAGE (7379)	
	TOTAL EXPENSE CLAIMED:	

Receipts attached

Signature of claimant	Date submitted

<b>OFFICE USE ONLY</b>		
Approved Amount:	Approved by:	Date: