



NAVHDA 2023 Expense Voucher

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

NAME:		EVENT:	
EMAIL:		EVENT DATE RANGE:	

EXPENSES

CATEGORY	DETAILS	AMOUNT
TRAVEL		
	Air Fare	
	Parking	
	Car Rental/Taxi	
	Own Car mileage:	\$.65 per mile
	TOTAL TRAVEL (7381)	

LODGING		
	TOTAL LODGING (7380)	

FOOD AND BEVERAGE <i>(Not to exceed \$50.00 per day)</i>		
	TOTAL FOOD AND BEVERAGE (7379)	

	TOTAL EXPENSE CLAIMED:	
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Receipts attached

Signature of Claimant	Date Submitted

OFFICE USE ONLY		
Approved Amount:	Approved by:	Date: