**EVERGREEN DISTRICT**
**BARBERSHOP HARMONY SOCIETY**
**Expense Voucher Form**

CLICK ARROW BY OFFICER NAME FOR DROPDOWN LIST NAMES ARE ALPHA

RESET FORM

| | |
|---|---|
| **Name** | |
| **Officer Position** | n/a |
| **Budget Heading** | n/a |
| **Event** | Harmony College NW |
| **Event Dates** | June 12-16, 2024 |
| **Today's Date** | |

**Explanation**

Reimbursement for various travel expenses related to attending Harmony College NW as a Faculty and/or Staff member

| | | | Canadian | U.S. | Explanation |
|---|---|---|---|---|---|
| **Travel:** | | | | | |
| Airfare | | | | | |
| Parking | | | | | |
| Mileage ( - $0.30 per mile) | 0 | miles | | - | |
| Lodging | | | | | |
| Meal allowance: | | | | | |
| Breakfast ( - $13.60 per meal) | 0 | # of meals | | - | |
| Lunch ( - $14.40 per meal) | 0 | # of meals | | - | |
| Dinner ( - $27.20 per meal) | 0 | # of meals | | - | |
| Registration fees | | | | | |
| Hospitality charges | | | | | |
| **Office:** | | | | | |
| Printing and copying | | | | | |
| Postage | | | | | |
| Supplies | | | | | |
| Telephone | | | | | |
| Computers | | | | | |
| **Other:** | | | | | |
| *List Budget Category* | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| **Subtotals** | | | - | - | |
| **Canadian Conversion Rate** | | | 1.3400 | | Don may insert a more correct exchange |
| Last updated 6/1/2023 | | | - | - | rate based upon date of event |
| **Grand Total (in U.S. funds)** | | | | - | |

| **Issue and send check to:** | | **Submitted by:** | |
|---|---|---|---|
| Name: | | **Approved by:** | |
| Address: | | **Date Approved:** | |
| City/State or Province: | | **Check #:** | |
| Zip or Postal Code: | | **Date Paid:** | |