



For Greater Piedmont Accountant: Budget Line: _____ Check Amount: _____ Payable To: <u>Below Information</u>
---

## Greater Piedmont REALTORS® Expense Voucher

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address you want check mailed to: \_\_\_\_\_

Reason for Expense (Event): \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Summary of Expenses:

Early Bird Registration: \$ \_\_\_\_\_

Mileage: \_\_\_\_\_ miles at \$ \_\_\_\_\_ (current IRS rate) = \$ \_\_\_\_\_

Lodging: \_\_\_\_\_ nights at \$ \_\_\_\_\_ (maximum 3 nights) = \$ \_\_\_\_\_

Tips: \_\_\_\_\_ \$ \_\_\_\_\_

Meals: Please list all: \_\_\_\_\_ \$ \_\_\_\_\_

Airfare: \$ \_\_\_\_\_ + Checked Baggage \$ \_\_\_\_\_ = (Total Round Trip) \$ \_\_\_\_\_

Parking Fees (Airport and Hotel): \_\_\_\_\_ \$ \_\_\_\_\_

Taxi/Local Transportation: \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous: \$ \_\_\_\_\_  
 Please explain: \_\_\_\_\_

**Total Expenses to be reimbursed:** \$ \_\_\_\_\_

Note: Attach receipts for all expenses!

I certify these expenses are accurate.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Approved by: \_\_\_\_\_  
 Signature- Greater Piedmont REALTORS® Treasurer

\_\_\_\_\_  
 Date