



La Société des Quarante Hommes et Huit Chevaux
250 E. 38th Street, Indianapolis, IN 46205



Voyageur Travel Expense Form

Name		Telephone	
Address		Email	
City, State, Zip		Committee/ Program	
Dates of Travel:	Beginning Date: _____ / _____ / _____		Ending Date: _____ / _____ / _____
Travel To / From			
Purpose of Travel			

NOTE: Submit only one expense form per travel event

Expenses	Dates	Details				Amount
Transportation		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	\$.
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	
POV		Mileage _____ X \$0.30 =				\$.
Lodging		Location:				\$.
		Location:				\$.
		Location:				\$.
		Location:				\$.
		Location:				\$.
Per Diem		Days of Travel _____ X \$35.00 =				\$.
Other		Purpose:				\$.
		Purpose:				\$.
		Purpose:				\$.
		Purpose:				\$.
Subtotal:						\$.
OPTIONAL						
Less amount donated by Voyageur						\$ (.)
Total amount due Voyageur						\$.

Voyageur Signature: _____	Date: _____ / _____ / _____
Approval Signature: _____	Date: _____ / _____ / _____
Date Paid: _____ / _____ / _____	Check Number: _____

Please include all receipts and other applicable supporting documentation.

Sign and forward to:
250 E. 38th Street, Indianapolis, IN 46205