



EXPENSE VOUCHER - TEAM MEMBER ONLY

COLLEGE ACCREDITATION ON-SITE VISIT

AMERICAN OSTEOPATHIC ASSOCIATION
 ATTN: Accreditation Dept.-Predoctoral Education
 142 East Ontario Street · Chicago, IL 60611
 1-800-621-1773 · 312-202-8097

Name & Address

IRS Form W-9 on file.

| 1. TRANSPORTATION EXPENSES | AOA TRAVEL DESK (ATTACH TICKET STUB/ITS CONFIRMATION) | AMOUNT | |
|--|---|--|--------|
| A. PLANE FARE - ROUND TRIP: attach airline ticket #43210 | Baggage Fees (receipt) | \$ | |
| FROM TO | Airfare paid by you→ | \$ | |
| FROM TO | | | |
| B. PERSONAL AUTO USAGE #43260 | | | |
| FROM TO | | \$ | |
| TOTAL MILES @ \$.50 per mile | | \$ | |
| C. TAXI | | | |
| HOME TO AIRPORT AND RETURN | | \$ | |
| AIRPORT TO HOTEL AND RETURN | | \$ | |
| D. OTHER TRANSPORTATION: (includes Parking, Rail, Tips, Bus, Tolls, and Gas) | | \$ | |
| E. OTHER TRANSPORTATION: CAR RENTAL ONLY (Prior AOA approval required) #43255 | | \$ | |
| 2. OTHER EXPENSES (EXPLAIN IN DETAIL BELOW) (baggage fees go under Plane Fare) #43280 | | \$ | |
| | | \$ | |
| 3. HONORARIUM Note: For on-site visit. #43230 | | | |
| NUMBER OF DAYS (on campus) _____ @ \$100.00 | | \$ | |
| 4. PER DIEM ALLOWANCE -- FOR DAYS OF ATTENDANCE AT VISIT ONLY #43220 NOTE: THIS ALLOWANCE COVERS LODGING, MEALS AND TIPS. (A 1099 WILL BE ISSUED AT YEAR-END) | | | |
| VISIT DESCRIPTION | DATE(S) OF VISIT | NUMBER OF DAYS | AMOUNT |
| NAME AND LOCATION: | | _____ days x \$250 | \$ |
| | | Less Hotel Paid by COM (if applicable) | - |
| | | Less Meals Paid by AOA Staff (if applicable) | - |
| TOTAL EXPENSES | | | \$ |

PLEASE NOTE: AOA POLICY STATES THAT ALL EXPENSE VOUCHERS MUST BE SUBMITTED WITHIN 60 DAYS OF THE DATE THAT THE EXPENSES WERE INCURRED. A VOUCHER SUBMITTED AFTER 60 DAYS MUST BE APPROVED BY THE AOA BUREAU OF FINANCE.

ALL ORIGINAL RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT

FOR OFFICE USE ONLY:

| | | |
|--------------------------|------------|----------|
| APPROVAL: | VOUCHER#: | VENDOR#: |
| CHECK#: | DATE PAID: | |
| ACCOUNT CODES | AMOUNT | |
| 11-13-101-03-02-00-43210 | \$ | |
| 11-13-101-03-02-00-43260 | \$ | |
| 11-13-101-03-02-00-43255 | \$ | |
| 11-13-101-03-02-00-43280 | \$ | |
| 11-13-101-03-02-00-43230 | \$ | |
| 11-13-101-03-02-00-43220 | \$ | |

DATE: _____
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SIGNATURE: _____
revised: 1/8/2010