



usa

building global friendship

NATIONAL TRAVEL REIMBURSEMENT FORM

DATE _____

NAME & ADDRESS _____

OFFICE HELD

(check one):

- _____ Executive Committee
- _____ Chair of National Committee (Committee Name: _____)
- _____ Chapter Trustee (Chapter: _____)
- _____ Trustee-at-Large
- _____ Youth Trustee
- _____ Substitute Trustee (Chapter: _____)
- _____ Honorary Counselor
- _____ Administrative Director
- _____ Other (Explain: _____)

METHOD OF TRAVEL: If by car, _____ miles round trip x \$.25 per mile equals \$ _____ plus any toll expenses (\$ _____).

If by air, attach a copy of your receipt.

If by other method of travel, please explain:

PURPOSE OF TRAVEL: _____

APPROVAL (if required): _____

AMOUNT REQUESTED: _____

CISV will reimburse only the lowest cost of travel. If travel by car costs more than air, you will be reimbursed for the cost of air travel even if you traveled by car. If you travel first class, CISV will reimburse only the cost of an economy ticket.

A Travel Reimbursement Request Form should be submitted within 30 days after completion of travel.

Trustees traveling by car are encouraged to drive together. Only mileage and toll expenses will be reimbursed.

RETURN FORM TO NATIONAL TREASURER:

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Knoxville, TN 37918
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