

Attachment 'B'

**CHILTON OPTIMIST CLUB
FRIEND OF YOUTH**

**TRAVEL/CONFERENCE
EXPENSE VOUCHER**

CLUB POLICY: Reimbursement shall be offered to club officers and approved members who are expected to attend Zone, District and International meetings and conferences. Such reimbursement may include registration fees, prepaid convention meals, overnight accommodations, mileage and other reasonable expenses pre-approved by the Board of Directors. Reimbursement rates shall be the same as established by the WINUM District for district officers. Requests for reimbursements must be approved by the B.O.D. before reimbursement is made.

Member Name: _____

Office Held: _____

Event Attended: _____ Date: _____

Registration Fee: \$ _____ Meals \$ _____

_____ Miles to: _____ @ .30 per mile \$ _____
(Round Trip) (City)

Hotel/Motel: _____ @ 75.00 per night \$ _____
(Maximum)

Other Expenses: _____

\$ _____

TOTAL: \$ _____

Signature: _____

Approved by B.O.D on _____ Check #: _____