EXPENSE FORM

Please mail and/or scan w/receipts to:

Susie Duff

Treasurer-Big Sky Region

505 Four Jacks Lane

Hamilton, MT 59840

Email: [inthebitterroot@gmail.com](mailto:inthebitterroot@gmail.com)

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I request reimbursement for amounts expended by me as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In connection with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

on (date/s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. TRAVEL
2. Mileage: \_\_\_\_\_\_\_\_\_\_\_\_\_ @ $0.35 per mile ………………………$\_\_\_\_\_\_\_\_\_\_\_\_
3. Tickets: Airline, Bus, Train (Receipts must be attached)………….$\_\_\_\_\_\_\_\_\_\_\_\_
4. POSTAGE (Receipts must be attached)………………………………….$\_\_\_\_\_\_\_\_\_\_\_\_
5. TELEPHONE (Attach copies of marked monthly bills)…………………$\_\_\_\_\_\_\_\_\_\_\_\_
6. PRINTING/PHOTOCOPIES (Attach invoices)……………………………..$\_\_\_\_\_\_\_\_\_\_\_\_
7. FEE (If applicable)……………………………………………………………$\_\_\_\_\_\_\_\_\_\_\_\_
8. OTHER (Explain) ……………………………………………………………..$\_\_\_\_\_\_\_\_\_\_\_\_
9. **TOTAL …………………………………………………………………..$\_\_\_\_\_\_\_\_\_\_**
10. CONTRIBUTION ……………………………………………………………….($\_\_\_\_\_\_\_\_\_\_)
11. BALANCE DUE (amount to be refunded to you by USPC Big Sky Region)……...$\_\_\_\_\_\_\_\_\_\_\_

DC or RS approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***FOR OFFICE USE ONLY***

Send check to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check No \_\_\_\_\_\_\_\_\_\_\_\_\_\_

All requests for reimbursement of expenses must be accompanied by receipts.

This applies to tolls, parking, meals, copies, etc. This is an IRS requirement for

non-profit organizations. This voucher should be approved by your DC or RS

before submitting to USPC Big Sky Region Treasurer for reimbursement.