



Travel Expense Voucher

- Alpena County 4-H Council -

You must submit your voucher to the 4-H council prior to attending the event and you will be asked to present what you learned from your educational 4-H event/activity at a council meeting

Date Submitted: _____

Start Date: _____ End Date: _____

Name: _____

Address: _____

City: _____ Michigan Zip: _____

Please Circle One: 4-H Volunteer / 4-H Parent / 4-H Member / Other

Date:	From:	To:	Miles	Amount
				* \$0.50
				* \$0.50
				* \$0.50
			Subtotal:	\$
Total Amount of Voucher (not to exceed \$100):			\$	

I hereby certify that all mileage expense included in this statement was incurred in the discharge of authorized official business approved by Alpena County 4-H Council; that the amounts are correct, and that they represent proper and official charges of reimbursement. I understand that Alpena County 4-H Council will only reimburse mileage for an educational 4-H activity or event (such as a Kettunen Center workshop) outside of Alpena County and up to \$100.00 maximum reimbursement. I understand completing this mileage reimbursement request does not guarantee reimbursement.

NATURE OF OFFICIAL BUSINESS: _____

SIGNED: _____ DATE: _____

- For Alpena County 4-H Council Treasurer -

APPROVED: DISAPPROVED:

SIGNED: _____ DATE: _____

Alpena County 4-H Council Treasurer

CHECK NUMBER: _____ DATE SUBMITTED: _____

Please submit travel voucher to Alpena County 4-H Council, 603 South 11th Avenue, Alpena, MI