

EXPENSE ALLOWANCES

1. Travel Expense – NDAIFA will pay .35 per mile, or actual gas bill for ONE car per local association, up to 4 persons per car, five to eight persons, two cars.
2. Meals – Unless a meal is scheduled during the meeting, NDAIFA will pay the following: Breakfast - \$5.00, Lunch - \$7.00; and Dinner - \$10.00.
3. Lodging – If the Board Meeting requires you to stay overnight, NDAIFA will pay 1/2 of the double room/economy rate. No payment for rooms in conjunction with the State Convention.
4. Other expenses – Other expenses such as phone calls, postage, etc. must be submitted with a voucher. State Committee Chairmen may not exceed budgeted amount for their committee without prior approval of the NDAIFA Executive Committee or NDAIFA Board of Directors.

PLEASE NOTE: ALL EXPENSES WILL BE PAID BY SUBMISSION OF VOUCHER ONLY. ANY EXPENSE VOUCHER FOR OVER \$25.00 MUST INCLUDE BILLS OR RECEIPTS



NAIFA - NORTH DAKOTA EXPENSE VOUCHER

NAME _____ DATE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

ASSOCIATION BUSINESS _____
(i.e. committee expense, board meeting, etc.)

PLACE _____ FROM _____

MILEAGE: _____ miles @ .35 per mile = \$ _____

LODGING @ 1/2 DOUBLE OCCUPANCY/ECONOMY \$ _____

MEALS (\$5.00 Breakfast, \$7.00 Lunch, \$10.00 Dinner
Only when specified per NAIFA-ND policy) \$ _____

MISC.
(Postage, phone, supplies, etc.)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

REMARKS:

Note: **Any expense voucher for over \$25.00 must include bills or receipts.** NAIFA-ND State Committee chairmen must stay within budget or request approval from NDAIFA Executive Committee or NAIFA-ND Board of Directors.

Date Paid _____

\$ Amount _____

Account # _____

Check # _____