



....."The Honor Degree of the Veterans of Foreign Wars"

# MILITARY ORDER OF THE COOTIE of the UNITED STATES

## TRAVEL VOUCHER

Travel from: \_\_\_\_\_

Travel to: \_\_\_\_\_

Reason for Trip: \_\_\_\_\_

## TRANSPORTATION

Mileage: @ 32 cents per mile(2340 mile maximum) \$ \_\_\_\_\_

Parking:(your private vehicle if parked at airport).....\$ \_\_\_\_\_

Airfare (Air travel not arranged by Headquarters must be approved by the Supreme Commander prior to assignment) - Supreme Policy. \$ \_\_\_\_\_

TOTAL TRAVEL EXPENSE: \$ \_\_\_\_\_

## HOUSING EXPENSE

(Housing expense is paid only when the host does not pick up the cost of the room. Please provide receipt.)

Name of Hotel \_\_\_\_\_ City \_\_\_\_\_

Hotel Expense: \$ \_\_\_\_\_

**GRAND TOTAL THIS VOUCHER:** \$ \_\_\_\_\_

## CERTIFICATION

*I certify that the above travel was performed in the conduct of the business of the Military Order of the Cootie and that no one else will or has already reimbursed me for any of these travel expenses.*

X \_\_\_\_\_  
Officer's Signature

Officer's Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Approved By: \_\_\_\_\_

Charged To: OFFICER TRAVEL  OFFICER ALLOWANCE

Return this signed voucher with all applicable receipts to Supreme Headquarters 604 Braddock Ave. Turtle Creek, PA 15145-2068 within 30 days of the completion of your trip. **Total reimbursement not to exceed \$1000.00**