

OFFICIAL VOUCHER POLICY & FORM FOR LOUISIANA ANNUAL CONFERENCE ENTITIES

- **Travel** – Within the State of Louisiana – Travel Expense for Conference Entities is set at a maximum of 25 cents per mile. When three or more members are traveling together, a maximum of 30 cents per mile will be paid. Regardless of the mode of travel used, the maximum of 25 cents per mile will still apply. Beyond the state, the most economical mode of travel must be used with this provision: That an amount of \$500 per year be the normal limit for reimbursable travel expense for members of Louisiana councils, boards, commissions and committees who reside outside the state boundaries to attend regular meetings of their conference agency. This limit applies to funds that come from conference line item budgets. A Conference agency may vote to increase this amount if the members choose to make an exception due to the specific need of participation by a particular member. This limit applies only to travel and not to per diem lodging and meal costs. Air travel must be supported by the air ticket stub.
- **Lodging and Meals** – Reimbursement for lodging expenses will be made for the actual amount of expenses incurred. Moderately priced hotel or motel accommodations are suggested. An original itemized bill must accompany the request for reimbursement. Reimbursement will be made for meals for the actual expense incurred, but not for entertainment or room service. Any meals exceeding \$5 must be supported by an original itemized receipt. CFA recommends those submitting vouchers for hotel and food reimbursements use good stewardship to keep costs at a minimum.
- **Other Expenses** – All other expense reimbursement requests for business of a Conference Entity must be accompanied by an original itemized receipt with the business reason for the expense stated.
- **Approval/Submission Process** – Each Conference entity shall designate one person, other than the chairperson, as the Finance Officer. The Finance Officer shall work with the Conference Office of Administrative Services to keep for that entity a current record of financial transactions involving the budget receipts and expenditures for that body. The Finance Officer shall receive all vouchers from members. Vouchers must be specific, in detail, accompanied by the appropriate receipts, and must bear the signed approval of the Finance Officer. The Finance Officer shall in turn submit within one week to the Director of the Area in which the entity's ministry falls in the conference structure. In order to assist the Executive Director of Administrative Ministries to close the books and set up books for a new fiscal year, all Finance Officers shall submit final vouchers of said entity to the Finance Office by December 10.

PLEASE PRINT CLEARLY

Purpose of Expense: _____

Date(s): _____ **Entity** _____

TRANSPORTATION:

Automobile Miles _____ @ 25¢ per mile/30¢ per mile \$ _____

If 30¢ list who traveled: _____

Other Transportation _____ \$ _____ (attach original itemized receipt)

LODGING AND MEALS:

Hotel or Motel \$ _____ (attach original itemized receipt)

Meal(s) \$ _____ (attach original itemized receipt)

If more than one meal attach itemized list with number meals and who was there at each meal \$ _____ (attach original itemized receipt showing what was ordered)

INCIDENTAL AND OTHER EXPENSES:

Explain: _____ \$ _____ (attach original itemized receipt)

TOTAL \$ _____

CHECK PAYABLE TO _____

Mailing Address _____

I certify these expenses were incurred for the conference business indicated and that reimbursement is not being received from any other source. **Signature** _____

APPROVED FINANCE OFFICER _____ **DATE** _____

APPROVED AREA DIRECTOR _____ **DATE** _____

FUND NUMBER _____