

# TEXAS VFW - DISTRICT 17 REIMBURSEMENT FORM

<b>NAME</b>		<b>TITLE</b>	
<b>DATES:</b>	to	<b>LOCATION:</b>	
<b>ADDRESS:</b>			

<b>REASON FOR TRIP:</b>	
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**MILES TRAVELED MUST BE 25 MILES OR MORE FROM, MEMBERS HOME TO POST OR FROM MEMBER HOME TO MEETING / EVENT DESTINATION. IF YOUR POST IS PAYING FOR YOUR TRAVEL, PLEASE DO NOT CLAIM IT WITH THE DISTRICT.**

	X		=		<b>TOTALS</b>
<b>MILES TRAVELED</b>					

<b>HOTEL ROOM - PROVIDE RECEIPTS:</b>	
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<b>MEAL EXPENSES (NOT TO EXCEED \$50 PER DAY AND MUST HAVE RECEIPTS)</b>	
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<b>MISCELLANEOUS EXPENSES - PROVIDE RECEIPTS</b>	
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<b>DISTRICT OFFICER SUPPLIES - PROVIDE RECEIPTS</b>	
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<b>TOTAL EXPENSES CLAIMED</b>	
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<b>SIGNATURE</b>	
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<b>APPROVED BY</b>
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<b>DISTRICT COMMANDER</b>	
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<b>DISTRICT QUARTERMASTER</b>	
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**ALL EXPENSE FORM WILL BE EMAILED TO THE DISTRICT COMMANDER WITHIN 30 DAYS OF COMPLETING TRIP.**

<b>DISTRICT 17 COMMANDER EMAIL - VFWTXDIST17@GMAIL.COM</b>	
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**REIMBURSEMENT GUIDELINES ARE LOCATED WITHIN DISTRICT 17 STANDING RULES**