AMERICAN LEGION AUXILIARY
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Travel Expense Sheet for

Those Called to the Mid Year Department Executive Meeting

Doubletree Hotel, 39900 Balentine Drive, Newark, CA

Thosewho are called to this meeting are the following:
Those who are called to this meeting are the following: Department President, Department Vice President, Department Secretary/Treasurer, Department Junior Past President, Department Past National President, District Presidents and Department Chairmen of all standing committees, Members of the Department Finance Committee, Department Parliamentarian and the Girl State and Junior Conference Directors.

The members who are called at the request of the Department President are: Department Sergeant-at-Arms and Marshal, Department Historian, Department Musician, Department Chaplain, Department Advisory Committee, Department Distinguished Guest Chairman, Pages, Department Resolution Chairman, Ways and Mean Committee and Members Membership Support Team. These members are eligible to a voice but no vote at this meeting.

To ensure that your check will be available at convention,
return by December 15, 2016

Trip/Event: Department Executive Committee Mtg **Date: 13-15 Jan 2017**
(Reps12 Jan 2017

Name: _____

Auxiliary Title: _____

Street Address: _____

City/State/Zip: _____

Phone Number: _____

All mileage expenses will be calculated in the Department Office
using Microsoft Streets & Trips.

_____
Signature

_____ _____
District Number Unit Number

For Office Use Only	
_____Miles x 2 = _____x $.25 = _____	
Date	12-15 Jan 2017
Account	GF 62457
Check #	
Authorized By	