



AMERICAN LEGION AUXILIARY
Department of California
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Travel Expense Sheet for Those Called to the Mid Year Department Executive Meeting

This form is to be used as a reimbursement request for those called to Convention:
 Department Officers (President, Vice President, Secretary/Treasurer, Chaplain, Historian, Parliamentarian, Sergeant-at-Arms, Marshal, Musician), Past National President, District Presidents, Chairmen of Department Committees (Americanism, Auxiliary Emergency Fund, Children and Youth, Community Service, Constitution and Bylaws, Convention Commission, Editor, Education, Girls State, Junior Activities, Leadership, Legislative, Membership, Music, Past Presidents Parley, Poppy, Public Relations, Veterans Affairs and Rehabilitation), Members of the Department Finance Committee, Girls State Director, Junior Conference Director, Hospital Representatives, Appointed Chairmen (Advisory Committee, Distinguished Guest, Resolutions, Elections, Rules, Credentials, Cavalcade of Memories, UD&R, Ways and Means), and Special Appointees (Two Personal Pages).

**To insure that your check will be available at convention,
 return by _____**

Trip/Event: _____ **Date:** _____

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 \$.20 = _____	
Date	
Account	
Check #	
Authorized By	