



**AMERICAN LEGION AUXILIARY**  
**Department of California**  
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**Travel Expense Sheet for**  
**Those Called to the Sacramento Department Convention**  
 Crown Plaza, 5321 Date Ave, Sacramento, CA 95841

**This form is to be used as a reimbursement request for those called to the Sacramento Department Convention: 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, 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, Convention, Distinguished guest, Resolutions, Elections, Rules, Credentials, Ways and Means), and Special Appointees (two Personal Pages)**

**To ensure that your check will be available at convention,  
 return by **June 1, 2018****

**Trip/Event:** Sacramento Department Convention      **Date:** 21-24 June 2018

**Name:** \_\_\_\_\_

**Auxiliary Title:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

All mileage expenses will be calculated in the Department Office

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 District Number

\_\_\_\_\_  
 Unit Number

For Office Use Only	
_____ Miles x 2 = _____ x \$.25 = _____	
Date	
Account	GF 62471
Check #	
Authorized By	Call to Convention