



**AMERICAN LEGION AUXILIARY**

Department of California  
401 Van Ness Ave., Ste 319  
San Francisco, California 94103-2461  
(415) 861-5092 FAX (415) 861-8365  
Email: [calegionaux@calegionaux.org](mailto:calegionaux@calegionaux.org)  
Web Site: [www.calegionaux.org](http://www.calegionaux.org)

**Travel Expense Sheet for  
Those Called to the Department Convention  
(GF62471)**

*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, National Security, 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, 2016**

**Trip/Event: Department Convention, Fresno, CA June 23-26, 2016**

Name \_\_\_\_\_

Auxiliary Title \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

All mileage expenses will be calculated in the Department Office  
using Yahoo Maps

\_\_\_\_\_  
Signature

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

<u>ForOfficeUse</u>	
_____ Miles x 2= _____ x .25 = _____	
<u>Date:</u>	23-26 June 2016
<u>Account:</u>	GF62471
<u>Check#:</u>	
<u>Authorized By:</u>	