The American Legion – Authorized Call-in Expense Report

For use by authorized attendees at conferences, meetings, official visitations and national conventions.

See reverse side for important information.

Name: First & Last Name

Address: Mailing Address

City, State and Zip Code

Membership ID#:

Department:

Authorization/Travel to:

Authorized Dates: - (select dates from each text box drop-down menu)

Transportation:

Complete this section if you FLEW to this meeting

Round trip airfare or train fare at coach rate.....$

Baggage Fee (fee charged by airline for number of bags allowed).....(***2 bags max***).....$

Ground Transportation

At Home

Round trip mileage at 51.0 cents per mile.....$

Round trip limousine or taxi fare.....$

At Meeting City (***$32.00 max total***)

Round trip limousine or taxi fare at established rate.....$

Complete this section if you DROVE to this meeting

Lesser of:

Round trip mileage: at 51.0 cents per mile..... (***max $500.00***).....$

OR:

Substitute Airfare Rate.....(***max $500.00***).....$

Parking offset.....(***max $50.00*** - ***only permitted if driving to meetings***).....$

Total Transportation..... $

Per Diem:

Per Diem for authorized number of days

Meetings held in Indianapolis and other cities..... days @ $100.00..... $

Meetings held at site of national convention..... days @ $120.00..... $

Meetings held in Washington, DC..... days @ $150.00..... $

Travel Per Diem..... 2 days @ $50.00.....$ 100.00

Total Per Diem.....$

Authorized Reimbursement.... $

Amount I wish to donate to American Legion programs:

Operation Comfort Warriors

American Legion Charities

Veterans & Children Foundation

Citizens Flag Alliance

Legacy Scholarship Fund

National Emergency Fund

Child Welfare Foundation

Other

Less Contributions..... $ ( )

Total Due..... $

Signature

Date *(select date from drop-down menu)*

The American Legion National Finance Division Use Only

	Acct Code	T-Code	Project	Amount
Airfare				
Ground				
Per Diem				

IMPORTANT: The Internal Revenue Service advises it is necessary for you to give the details regarding your statement of expenses if per diem is in excess of expense. (information sheet - *available upon request*)