

The Connectional Table

Travel Expense Reimbursement Voucher

The travel expense reimbursement will be issued by ACH, Wire or Cash (Choose one):

Full Name _____	
Address _____	_____ Cash
City, State & Zip _____	_____ ACH (US Domestic Bank)
Province, Town, Postcode _____	_____ Wire (INTL Bank)
Country _____	

If ACH or Wire is selected, complete the ACH or Wire Agreement Form

PLEASE READ THE INSTRUCTIONS ON THE NEXT PAGE

Travel (do not include expenses prepaid by StCCCM such as flight to Germany)

Round trip air travel (see instructions)	\$ _____	
Baggage Fees (1 bag each way)	_____	
Round trip ground transportation (see instructions)	_____	(Bus, Train or Uber)
Round trip auto _____ miles x 65.5¢	_____	See instructions
Auto Fuel (for driving to/from Consulate to obtain visa)	_____	Not applicable if claiming Mileage
Parking (home airport for those who fly)	_____	
Tolls	_____	

Other

Meals en route (see instructions)	\$ _____	Max. of \$50 per travel day
Lodging en route	_____	If needed to apply for visa
COVID tests (if required)	_____	
Visa Application Fees	_____	
Other Expense (Add brief explanation)	_____	

Total Expenses (Sum of all lines above) \$ _____

Less: Cash Advance Received -\$ _____

TOTAL TRAVEL EXPENSES TO BE REIMBURSED:
OR (TOTAL CASH ADVANCE TO RETURN) \$ _____

Signature of CT Board Member

Date

For use by GCEA Finance Only

G/L # 42U100-108-56200

Signature of CT Representative

Date