

**OHIO ASSOCIATE OF COLLEGIATE REGISTRARS  
AND ADMISSIONS OFFICERS**

**PERSONAL EXPENSE VOUCHER**

It is the policy of the Association to reimburse its members and others who travel at the request of the Association for reasonable and necessary expenses. Each person requesting funds from the Association must have prior approval, unless the individual is a member of the OACRAO Executive Committee.

Please type or print neatly. Submit receipts with this voucher and process within 45 days of travel or event. To expedite payment and to avoid additional correspondence, please read these instructions carefully before completing this voucher.

**INSTRUCTIONS**

(FOR USE IN COMPLETING THE REVERSE SIDE)

**I. Transportation**

The use of a private automobile by the Association at the current IRS rate per mile.

**II. Lodging**

Charges on the hotel bill for items other than lodging, such as meals and telephone calls, should not be listed in this section, but under the appropriate headings. Room tax, if any, should be included as part of the lodging charge. The Association is tax exempt, and the appropriate tax identification number is 20-1352881. OACRAO does not pay for spouses' hotel accommodations or meals. If accompanied by a spouse, please ask the hotel cashier to indicate on the bill the single room rate, and enter that amount plus the appropriate amount of tax, if any, on the voucher.

**III. Meals**

No maximum has been established for individual meals. Tips should be included in the cost of meals. The cost of meals for guests and the purpose of the expense, when incurred in connection with official duties, should be listed under "Comments."

**IV. Miscellaneous**

Itemize chargeable expenses not listed above, including parking, telephone calls, postage, etc. and enter the total amount in the appropriate space.

Please sign and date the form, attach receipts, forward to your committee chair for signature, and then send to:

Carol Jones, OACRAO Treasurer  
Registrar's Office  
Miami University  
301 South Campus Avenue  
Oxford, Ohio 45056  
Phone: 513-529-8707  
Fax: 513-529-8755  
Email: jonescm3@muohio.edu