

**OHIO ASSOCIATION 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 rate of 50.5 cents per mile.

II. 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."

III. 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:

Sally Sikorski, OACRAO Treasurer
Office of the Registrar
Ohio Wesleyan University
61 S. Sandusky Street
Delaware, OH 43015
(740) 368-3201
sasikors@owu.edu