



# PSIA/AASI-NRM

## Expense Voucher

406-581-6139

[director@psia-nrm.org](mailto:director@psia-nrm.org)

[www.psia-nrm.org](http://www.psia-nrm.org)

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Event \_\_\_\_\_  
 Location \_\_\_\_\_  
 Start Date \_\_\_\_\_ EndDate \_\_\_\_\_

Date →	Sat /	Sun /	Mon /	Tues /	Wed /	Thu /	Fri /	
<b>Wages</b> (\$7.50/hr x 6 hrs)=\$45/day								\$
<b>Mileage</b> (Actual miles)								
<b>Mileage Expense</b> (\$.33/mile or \$.35/mile if carpooling)								\$
<b>Per Diem</b> (@ \$90/day)								\$
<b>Administrator Bonus</b>								\$
<b>Postage *</b>								\$
<b>Phone *</b>								\$
<b>Supplies/Expenses *</b> (Related to this event)								\$
<b>Airfare *</b>								\$
<b>Other Expenses *</b> (NOT related to this event)								\$
<b>Total</b>								<b>\$</b>

**Notes:**

\* Receipts required.  
 You will receive a "wage" check and a per diem/expenses check.  
 Carpool mileage only paid to owner of vehicle being used.

**Please Mail Form to:**

PSIA/AASI-NRM, PO Box 11392, Bozeman, MT 59719

**Comments:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Office Use:**

Date Received \_\_\_\_\_ Processed \_\_\_\_\_

Wage check \$ \_\_\_\_\_ # \_\_\_\_\_

Expense check \$ \_\_\_\_\_ # \_\_\_\_\_

Participants # \_\_\_\_\_ Rate \$ \_\_\_\_\_ Rev\$ \_\_\_\_\_

New members # \_\_\_\_\_ Pins # \_\_\_\_\_ Packets # \_\_\_\_\_