

AMERICAN ACADEMY OF AUDIOLOGY

11730 Plaza America Drive, Suite 300, Reston, VA 20190-4798 • 1-800-AAA-2336



Travel & Expense Voucher

Reimbursement for all expenses over \$25.00 requires a receipt.

Payee: _____

Address: _____

Name & Place of Activity: AudiologyNOW! 2012 Learning Lab Presenter

Date	Description – Purpose	Airfare	Hotel	Meals	Tips	Taxi / Parking	Rental Car	Other/ Honorarium	Total
TOTAL									

Account Code: _____ (office use only)

Total Expenditures: _____

** Auto mileage is paid at the current IRS rate of \$.51 cents per mile.

SIGNATURE: _____

DATE: _____

APPROVED BY: _____