



**REIMBURSEMENT VOUCHER**

ASSOCIATION OF LEGAL ADMINISTRATORS  
 8600 W. Bryn Mawr Avenue, Suite 400N  
 Chicago, IL 60631-4600  
 (847) 267-1252

Date Submitted: \_\_\_\_\_

Name: \_\_\_\_\_

Company/Firm Name: \_\_\_\_\_

**Check Payable To:** \_\_\_\_\_  
 (Name & Address)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date	Event	Description of Expense	Account Code (ALA HQ use only)	Amount
<b>CHECK TOTAL</b>				

**Instructions:**

1. Use a separate line for each type of expenses (e.g. airfare, hotel).
2. Attach original receipts for expense items.
3. Attach the passenger coupon of the airline ticket used in conjunction with this expense.
4. If at all possible, keep expenses from the same event together.
5. Reimbursement requests must be submitted within 45 days of the event or by the calendar year-end, whichever occurs first.

**These expenses are valid and within the published guidelines of ALA's Volunteer Travel Policy.**

\_\_\_\_\_  
 Signature

**HEADQUARTERS USE ONLY**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_