

FLORIDA STATE NAPS EXPENSE VOUCHER 2025

Printed Name:	Title:
Purpose of Expense:	Destination
	Address

Signature Block:	Travel/Purchase Dates
By entering your initials in the box to the right you certify this voucher's accuracy and to only include valid expenses claimed for your position as a Naps member on NAPS business	

Date:									
Day of week:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals	

Transportation									
Airfare									
Parking & Tolls									
Taxis									
Total									

Mileage									
Actual Miles									
Rate per Mile (1/1/25)	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	
Total									

Lodging									
Room Rate									

Per Diem									
GSA Rate (base \$68)									
Sub total Transportation, Mileage, Lodging, Per Diem									

Other									
								Date(s)	
								
								
								
Sub total "Other"									

Authorized by:	TOTAL AMOUNT
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President

Secretary/Treasurer

FOR SECRETARY/TREASURER USE		
Check #	Date	Amount
Category		Amount

NOTE: ALLOWABLE MILEAGE RATE IS CURRENT GSA RATE (PER ARTICLE IV, SECTION III OF BY-LAWS)
 PER DIEM IS GSA POSTED PER DAY (NOT PRO RATED PER QUARTER) - (ARTICLE IV SECTION III)
 HOTEL IS ACTUAL DAILY ROOM RATE INCLUDING TAX (ATTACH RECEIPTS) (ARTICLE IV SECTION III)
 ATTACH RECEIPTS FOR MISC EXPENSES : TELEPHONE CALLS, POSTAGE, TOLLS, ETC OVER \$25 (IF POSSIBLE)

**PLEASE FILE YOUR EXPENSE VOUCHERS AT LEAST ONCE A MONTH.
 IN ACCORDANCE WITH THE BYLAWS, ARTICLE V, SECTION V, EXPENSE VOUCHERS SHALL BE SUBMITTED
 NOT LATER THAN THIRTY (30) DAYS PRIOR TO THE STATE CONVENTION.
 SUBMIT YOUR LAST VOUCHER BEFORE THE CONVENTION.**