IASWG International Association for Social Work with Groups
101 West 23rd Street, Suite 108, New York, NY USA 10011

Name: _____

PRINT CLEARLY AS YOU WISH IT TO APPEAR ON YOUR CHECK

Mailing Address _____

_____

To be eligible for reimbursement you must have attended the entire board meeting.

AUTOMOBILE

Coming From _____ Returning To _____

Total Distance _____ miles/kilometers (Car travel reimbursed at prevailing U.S. GSA mileage rate see www.gsa.gov)

OTHER

(please itemize costs in original currency)

USD Receipt/s (please identify & attach receipts)	Non USD Receipts (please identify & attach receipts)
TOTAL	TOTAL

Tape small receipts to a sheet of paper. PLEASE DON'T just float a bunch of receipts in the envelope for me to deal with.

☐ **HOTEL REIMBURSEMENT: Check this box if you have a receipt for a hotel bill at least $200 USD in room expenses. You will be reimbursed $200 for your stay. RECEIPT MUST BE ATTACHED.**

I certify that all of these expenses were incurred by me to attend the November 2017 IASWG board meeting AND that I attended the entire board meeting.

_____ _____

Signature **Date**

Date Processed _____ (Non US Currency: _____ Add Hotel $200? _____

Total Amount Paid $ _____ Check Number _____

Currency conversion per prevailing rate on date voucher processed – within 14 days of receipt.

Due by 11/30/17 – Paper Copy Only By Postal Mail Only