

INDIANA WING CIVIL AIR PATROL - TRAVEL VOUCHER

1. NAME: (Last, First, Middle Initial)	2. ALL CHARGES ON WING CREDIT CARDS? <input type="checkbox"/>	3. UNIT CHARTER NO.:
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4a. ADDRESS:	4b. CITY:	4c. STATE:	4d. ZIP:
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5. TELEPHONE NO. (Include Area Code):	6. PURPOSE OF TRAVEL:	7. E-MAIL ADDRESS:
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8c. Auth. airfare in lieu of mileage <input type="checkbox"/> (cost of ticket 21 days in advance)	
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9. Previous pymts/advances:	10a. Total Days of Trip:	10b. Authorized Lodging Rate:
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11. ITINERARY (You do not need to include airport layovers unless you stayed the night at that location)

11a. Date (mm/dd/yy)	11b. Place (City & State)	11c. Mode of Travel
DEP		
ARR		
DEP		
ARR		
DEP		
ARR		
DEP		
ARR		
DEP		
ARR		

12. REIMBURSABLE EXPENSES (Additional expenses, comments, etc can be added in shaded area below)

12a. Date (mm/dd/yy)				FOR INWG/FM USE ONLY SUMMARY OF EXPENSES			
12b. Expense Description	12c. Corp CC Charges	12d. Cash or Personal CC	Submitted Expenses	FM Adjustments	FM Adjusted Expenses		
Airfare							
Lodging (Hotel, taxes, internet & hotel parking fees)							
Baggage Fees			REIMBURSABLE	\$ -	\$ -		
Fuel Expense			TOTAL	\$ -	\$ -		
Airport Parking fees			LESS ADVANCE	\$ -	\$ -		
Taxi/Shuttle/Metro/Tolls			AMOUNT DUE	\$ -	\$ -		
Internet			Reimbursable Adjustments		Amount		
	\$ -	\$ -	Total (reported in Line 28)		\$ -		

19. TRAVELER'S NOTES

	FM COMMENTS						
TOTAL TRIP COSTS	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Corp CC</td> <td style="width: 20%;">Reimbursable</td> <td style="width: 60%;">Total</td> </tr> <tr> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> </table>	Corp CC	Reimbursable	Total	\$ -	\$ -	\$ -
Corp CC	Reimbursable	Total					
\$ -	\$ -	\$ -					

20a. CLAIMANT SIGNATURE:	20b. DATE:
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Reviewed by:	Audited by:	\$ -
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INDIVIDUALS WHO FAIL TO TURN IN THEIR TRAVEL VOUCHERS WITHIN **20 DAYS** AFTER THE TRIP WILL NOT BE REIMBURSED.
SUBMIT COMPLETED VOUCHER TO: **WA@INWG.CAP.GOV**