

INTERNATIONALLY FUNDED VISIT TO CHARTERED CHAPTER

(Send original to international headquarters. Keep a copy for regional files.)

Chapter Name \_\_\_\_\_

Region # \_\_\_\_\_ Date of Visit \_\_\_\_\_

Director's Name \_\_\_\_\_ President's Name \_\_\_\_\_

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Ground Transportation From \_\_\_\_\_ To \_\_\_\_\_

Total Miles \_\_\_\_\_ Total Kilometers \_\_\_\_\_

Current mileage reimbursement rate is \$.565/mile. Kilometers will be converted to miles.

Tolls/parking U.S. currency \$ \_\_\_\_\_ Other currency \$ \_\_\_\_\_

Total to be reimbursed (mileage + tolls/parking) = \_\_\_\_\_

Air Transportation Via  World Travel (prepaid) or  Other travel agency at a cost of \$ \_\_\_\_\_

This visit was made by \_\_\_\_\_

CHECK TO BE MAILED TO:

Name of Region: \_\_\_\_\_

Finance Coordinator Name: \_\_\_\_\_

FC Address: \_\_\_\_\_

Visit Approved by \_\_\_\_\_ Date \_\_\_\_\_

Education Coordinator or  Membership Coordinator

For Headquarters use only: Reimbursement Approved by \_\_\_\_\_

Date \_\_\_\_\_

SWEET ADELINES INTERNATIONAL PO Box 470168 • Tulsa OK  
USA 74147-0168 • fax 918-665-0894