GREAT LAKES FISHERY COMMISSION
2100 Commonwealth Blvd, Suite 100
Ann Arbor, Michigan 48105, USA
Phone: (734) 662-3209 Fax: (734) 741-2010

EXPENSE VOUCHER FOR THOSE PERSONS WITHOUT SUPPORT PROVIDING CERTAIN INVITED SERVICES TO THE COMMISSION.

Name and Affiliation: ______________________________

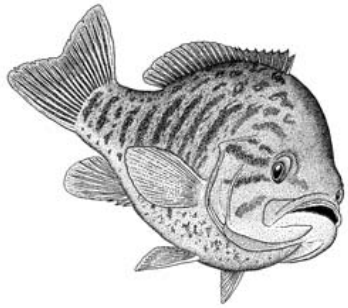
Description of Services to Commission: ______________________________

		COST	
DATE(S)	ITEM	U.S. Funds	Canadian Funds

TOTAL	**(Please attach original receipts)**		

Reimbursement Requested _____in currency of my country _____. Rate of exchange _____.

These expenses, which are not reimbursable to me from other sources, were incurred while providing certain invited services to the Great Lakes Fishery Commission.



Signature **Date**

Address to send reimbursement:

_____

_____

_____

_____

GUIDELINES - The Great Lakes Fishery Commission will reimburse for travel, lodging, meals, and misc. expenses in connection with certain invited services to the commission, but it is your responsibility to use discretion and restraint. Receipts should be submitted for all travel, lodging, meals, and other services or expenses for which the vendor normally provides a receipt. Car travel should be charged at the current rate. Air travel should be tourist class. The rates for car travel changes frequently; visit the following websites for current rates:

US—www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=9646&contentType=GSA_BASIC (per mile)
CANADA—www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/b_e.asp (per kilometer)

If you choose to travel by car, related expenses should not exceed those of air travel and associated costs. Receipts should be submitted for all travel, lodging, and other services or expenses for which the vendor normally provides a receipt (copies of receipts are acceptable). Present your expenses in chronological order using a format which makes the job easy for you and easy for us to interpret.

Revised April 2007