



**Great Lakes Fishery Commission**  
 2100 Commonwealth Blvd, Suite 100  
 Ann Arbor, Michigan, USA 48105-1563  
 Phone: (734) 662-3209 Telefax: (734) 741-2010

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

Description of Services to Commission

<u>DATE(S)</u>	<u>ITEM</u>	C O S T	
		<u>U.S. Funds</u>	<u>Canadian Funds</u>

(do additional expenses on separate page)

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 for payment

GUIDELINES - The Great Lakes Fishery Commission will reimburse you for travel, lodging, meals, and miscellaneous expenses in connection with certain invited services to the Commission, but it is your responsibility to use discretion and restraint. Air travel should be tourist class. Car travel should be charged at 32.5¢ per mile for U.S. residents and 37.5¢ per kilometer for Canadian residents. 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. Present your expenses in chronological order using a simple format which makes the job easy for you and easy for us to interpret.

Reimbursement will be in the currency of your country. Please use the exchange rate at the time expenses are incurred and indicate the total amount you expect to receive in the currency of your country. Note in the column to the right whether the expense was in U.S. or Canadian currency.