



**AMERICAN LEGION AUXILIARY**  
**Department of California**  
 401 Van Ness Avenue, Room 113  
 San Francisco, California 94102-4586

(415) 861-5092  
 (415) 861-8365 FAX  
[calegionaux@calegionaux.org](mailto:calegionaux@calegionaux.org)  
[www.calegionaux.org](http://www.calegionaux.org)

## Travel Expense Sheet for Those Called to the Mid Year Department Executive Meeting

This form is to be used as a reimbursement request for those called Mid Year Department Exec Meeting: Department Officers called to DEC: President, Vice President, Secretary/Treasurer, Jr. Past Department President Past National President, District Presidents, Parliamentarian, Chairmen of Department Committees (Americanism, Auxiliary Emergency Fund, Children and Youth, Community Service, Constitution and Bylaws, Convention Commission, Editor, Education, Girls State, Junior Activities, Leadership, Legislative, Membership, Past Presidents Parley, Poppy, Public Relations, Veterans Affairs and Rehabilitation), Members of the Department Finance Committee, Girls State Director, Junior Conference Director.

Members called at the request of the Department President: Sergeant-at-Arms, Marshal, Chaplain, Historian, Musician, Advisory Committee, Distinguished Guest Chairman, Resolutions, Ways and Means and Personal Pages.

**To ensure that your check will be available at convention,  
 return by January 2, 2012**

**Trip/Event:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Auxiliary Title:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

All mileage expenses will be calculated in the Department Office  
 using Microsoft Streets & Trips.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 District Number

\_\_\_\_\_  
 Unit Number

For Office Use Only	
_____ Miles x 2 = _____ x \$.25 = _____	
Date	
Account	
Check #	
Authorized By	