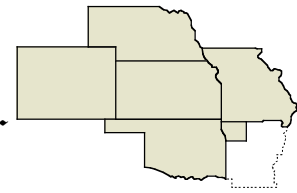




MIDDLE WESTERN PROVINCE

Kappa Alpha Psi Fraternity, Inc.

636 Northeast 36th Street
OKLAHOMA CITY, OKLAHOMA 73105



Elmer J. Crumbley

Polemarch

(402) 572-8254 ♦ Fax (419) 844-8677

Charles Wesley Morgan, III

Keeper of Records & Exchequer

(405) 23-KAPPA ♦ (405) 524-5601

NOTE: Effective April 17, 1999, all expense reports must be submitted WITH RECEIPTS and/or DOCUMENTATION within 30 DAYS following date of expenditure. The Keeper of Records & Exchequer DOES NOT have the authority to pay any vouchers which are not submitted within this 30 DAY limit.

TRAVEL EXPENSE REPORT

Pay to: _____

Date: _____

Address: _____

Destination and purpose of travel:

Itemized Expenses:

Air Fare _____	Coach Fare Only - Receipt Required: # _____
Automobile _____	(_____ miles) X (\$0.20 rate)
Per Diem _____	(_____ days) X (\$10 rate)
Limo / Taxi _____	
Hotel / Motel _____	
Other _____	< Please Explain > _____
TOTAL _____	_____

Payee's Signature (if applicable)

Approved for payment:

Province Polemarch

Check #: _____

Province Keeper of Records & Exchequer

Date paid: _____

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