



# Expense Voucher

Please email completed form and receipts to: [info@socmucimm.org](mailto:info@socmucimm.org)

### SMI Reimbursement Policy

- Electronic vouchers and scanned receipts are acceptable.
- All receipts submitted *must* be itemized.
- Expenses are reimbursable only for the intended individual or institution.
- Only one reimbursement may be claimed per person per meeting.
- SMI reimburses coach-class travel booked at least 14 days in advance.
- Lodging is only reimbursable for stay(s) at headquarter hotel.
- If a receipt states expenses for more than one person, the individual must indicate his or her portion of the bill.

Reimbursement via (select one):  check  wire (\$40 fee applies, see section below)

Reimbursement payable to (select one):  you  your organization: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

DATE (MM/DD)	DESCRIPTION	COMMENTS	AMOUNT	CURRENCY	Exchange Rate (Office Use Only)	AMOUNT IN USD (Office Use Only)
Total				Total in USD		

**Please only complete this section to receive reimbursement via wire transfer. Note: A \$40 bank fee will be assessed.**

Bank Account # \_\_\_\_\_ Swift code \_\_\_\_\_

Name on Account \_\_\_\_\_ IBAN \_\_\_\_\_

Bank Name \_\_\_\_\_ Bank Address \_\_\_\_\_

*Please retain a copy of this form and copies of all receipts for your files.*