

**State of Vermont Personal Expense Claim**  
(Not to be used by State of Vermont employees)

**AAF6A  
(04/09)**

Name	Town of Residence	Department/Board or Commission
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Address

Position Title

Date	Explanation or reason for payment	Travel		Meals			Lodging	Other	Per Diem	Total
		Miles	Amount	Breakfast	Lunch	Dinner				
	Stipend: Full Day = \$50 4 Hours or less = \$25									\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
	Mileage: \$.545/mile									\$ -
Totals		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

A      B      C      D      E      F      G

I certify under the pains and penalties of perjury, that the foregoing is a correct statement of the time actually spent, mileage actually and constructively traveled, and amount necessarily incurred or paid by me in the discharge of my duties. (32 V.S.A. 464)

Claimant's Signature	Date	Approver's Signature	Date
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<b>VISION processing only:</b>							
Update the withholding information on the voucher as needed:	<table style="width:100%; border: none;"> <tr> <td style="width:80%;">Total amount reportable on a 1099 (Column G)</td> <td style="width:20%; text-align: right;">\$ -</td> </tr> <tr> <td>Total amount NOT reportable on a 1099 (Column A-F)</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Total expense reimbursement</td> <td style="text-align: right;">\$ -</td> </tr> </table>	Total amount reportable on a 1099 (Column G)	\$ -	Total amount NOT reportable on a 1099 (Column A-F)	\$ -	Total expense reimbursement	\$ -
Total amount reportable on a 1099 (Column G)	\$ -						
Total amount NOT reportable on a 1099 (Column A-F)	\$ -						
Total expense reimbursement	\$ -						

# Guidelines for Expense Reimbursement

(For detailed guidelines, see Administrative Bulletin 3.4)

## **1. Evidence of prior approval must accompany expense claims for:**

- (a) Use of Rental or special conveyance. (Department Head)
- (b) Conferences, staff meetings, and training sessions involving meals which would otherwise not be

## **2. Expense claims must:**

- (a) Be typewritten, completed on-line using the form and printed, or legibly printed and be completely

ə reimburseable. (Department Head)