

VOUCHERING GUIDELINES

- Members are encouraged to carpool. Reimbursement is one vehicle per local at most meetings.
- Rep. Council meetings are to be reimbursed at regular mileage -25 miles as per the Council bylaws. Please write down your total mileage and the rest will be calculated at the time of reimbursement.
- Vouchers must have receipts attached.
- Vouchers shall be submitted within sixty (60) days of the earliest transaction on the voucher. Expenses that are submitted more than sixty (60) days after they are incurred shall not be honored.

MILEAGE CHART (FROM POULSBO OFFICE)

Local	Round Trip
BAINBRIDGE ISLAND	32
BREMERTON	40
CAPE FLATTERY	234
CENTRAL KITSAP	28
CHIMACUM	40
FORKS	226
MASON COUNTY (SHELTON)	108
NORTH MASON	80
PENINSULA	80
PORT ANGELES	112
PORT TOWNSEND	64
QUILCENE	60
SEQUIM	82
SOUTH KITSAP	50
OLYMPIC COLLEGE	40
QUEETS-CLEARWATER	304
FEDERAL WAY	120
OLYMPIA	150