

**State of Vermont**  
**Vermont Commission on Women**  
126 State Street  
Montpelier, Vermont 05633-6801  
[women.vermont.gov](http://women.vermont.gov)

[phone] 802-828-2851  
[toll free] 800-881-1561

## Vermont Commission on Women

Meeting agenda

September 10, 2021 | 9:30 a.m. – 1:30 p.m. | ONLINE meeting – contact VCW for access information  
(VCW staff will attend the meeting from the VCW offices to provide physical access,  
but this meeting is designed to be attended online by everyone)

TIME	AGENDA ITEM	WHO	INTENDED OUTCOMES
9:30 – 1:30	1. VCW internal strategic planning discussion		✓ Strategic planning

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

**AAF6A  
(04/09)**

<b>Name</b>	<b>Town of Residence</b>	<b>Department/Board or Commission</b>
		<b>Vermont Commission on Women</b>

**Address**

<b>Position Title</b>	<b>2021 Reimbursement Rate is \$0.56 per mile</b>
<b>Commissioner</b>	

Date	Explanation or reason for payment	Travel		Meals			Lodging	Other	Per Diem	Total
		Miles	Amount	Breakfast	Lunch	Dinner				
<b>TOTALS</b>										

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)

<b>Claimant's Signature</b>	<b>Date</b>	<b>Supervisor's Approval</b>	<b>Date</b>
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<b>VISION processing only:</b>	BU: 03310 Dept: 3310000000 Fund: 10000 Mileage Acct: 518300 Per Diem Acct: 506000
<b>Update the withholding information on the voucher as needed:</b>	<b>Total amount reportable on a 1099 (Column G/Per Diems)</b>
	<b>Total amount NOT reportable on a 1099 (Column A-F)</b>
	<b>Total expense reimbursement</b>