

EXPENSE VOUCHER

NAME _____

ADDRESS _____

TELEPHONE # _____ ZIP _____

Office Use Only:

CHECK# _____ \$ _____

Category _____ \$ _____

Category _____ \$ _____

Category _____ \$ _____

MAKE CHECK PAYABLE TO: _____

Expense incurred as: Officer _____ AD _____ Chairman _____

Treasurer's Initials/Date Check Issued

Special Project: _____

(Such as: Conference, Workshop, Convention, etc.)

DATE TYPE OF EXPENSE PURPOSE/EVENT AMOUNT

	SUPPLIES		
	POSTAGE		
	PRINTING		
	TELEPHONE		
	OTHER		
	OTHER		
	OTHER		

TOTAL _____

SIGNATURE _____

DATE _____

ASSOCIATE/REGION DIRECTOR SIGNATURE _____

Attach **ALL** bills and/or receipts to white copy

Vouchers must be submitted to the treasurer immediately **but no later than 60 days after expense is incurred**. Expenses pertaining to a particular conference/workshop are to be submitted within two weeks after the event.

SUBMIT: White, Yellow, Pink copies to Treasurer - Goldenrod for your files