

EXPENSE VOUCHER

			VOUCHI	EK
Expense check due:			Tr.	II 0 1
то				s Use Only
Address			Check #	
City			Date Paid	
Email			Amount \$	
Office of Requestor			Donated \$	
Signature			Treasurer's S	ignature:
Approved				
Approved	Presiden	ıt		
TRAVEL EXPENSES:			Expense	Donation
Function	Date		Codes	Notes
Travel from	to			
Check one: Round trip One way (atta	ich documentat	tion)		
per mile =		\$		
And/or lowest airfare from				
to		\$		
Parking \$ Travel Tips \$		\$		
Meals	· · · · · · · · · · · · · · · · · · ·	\$		
Lodging nights @ per	r night	\$		
OTHER EXPENSES:				
Supplies	· · · · · · · · · · · · · · · · · · ·	\$		
Postage/Phone	· · · · · · · · · · · · · · · · · · ·	\$		
Printing/Copies		\$		
Other		\$		
-		\$		
VOUCHER TOTAL		\$		
Less In-Kind donation in lieu of payment. (A	copy of this form	n is your receipt)		
In-Kind donation to LWML Texas Distr	rict Mites Use	sign before \$ amount	Attach all nece Submit within	-
In-Kind donation to (other)		5 ()	event for guard	ınteed
BALANCE DUE RECIPIENT			payment. Common send to Common	
Additional information:	•		for approval pr chairman's sui	
Auditoliai ilitoi iliauoli.			District Preside	

VOUCHER _	
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Check #				
Date Paid				
Amount \$				
Donated \$				
Treasurer's Signature:				
Expense Codes	Donation Notes			
0040	11000			

receipts. s of members hairman on to l others submit directly to the President.