

DISTRICT PRESIDENT EXPENSE VOUCHER

Must be turned within 90 days from event

Name _____

Expenses from _____, 20__ to _____, 20__

Travel by vehicle

DATE	DESTINATION	PURPOSE	ROUND TRIP MILES @ 30c per mile	EXPENSE

Total Mileage _____ \$ _____

Telephone Calls

DATE	EXPENSE

Total Telephone Calls (if not using cell phone, copy of phone bill included) \$ _____

Postage

DATE	EXPENSE

Total Postage (receipts included) \$ _____

Copies/Supplies

DATE	MEMO	EXPENSE

Total Copies/Supplies (receipts for supplies include) \$ _____

TOTAL AMOUNT FOR THIS VOUCHER \$ _____