Expense Voucher

District 8 Toastmasters

Year 2011-2012

Name: _____

Address: _____

City/State/Zip: _____

Title: _____

For Expenses incurred: _____ to _____

Special Instructions: _____

Please submit the completed voucher AND receipts via mail or in person to one of the following Senior District Officers for approval: Tom Coscia, Curtis Scroggins, or Lora Mather. The officer will then forward all documents to the District Treasurer for approval.

Please refer to the District 8 Resource Manual for guidance and reimbursable expenses or contact Frank Yates (573) 418-6973 (cell). Address is: 152 Sac Rd Unit 1B, Sunrise Beach, MO 65079.

1. Mileage is reimbursable at $0.32 cents per mile.
2. Long Distance phone calls are reimbursable up to $4.00 per call.

Note: **Receipts** must accompany this Expense Voucher for all expenses except mileage.

For Treasurer Use Only	Payee or City To/From (Mileage)	Description/Purpose of Expense	Receipt (Y/N)	Date Incurred MM/DD/YYYY	Amount
			☐		$
			☐		$
			☐		$
			☐		$
			☐		$
			☐		$
			☐		$
			☐		$
			☐		$
			☐		$
				Total:	$ **0.00**

Requester: _____ _____ Date: _____
PRINT NAME SIGNATURE

District Officer: _____ _____ Date: _____
PRINT NAME SIGNATURE

District Treasurer: _____ Date: _____
SIGNATURE

Amount Paid: _____ Check #: _____ Date: _____