

Expense Voucher

District 8 Toastmasters

Year 2010-2011

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: Tim Spezia, Tom Coscia, or Curtis Scroggins. 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 Terry Rolan at 314.591.4745 (Cell). Address is: 4224 Laclede Ave, St. Louis, MO 63108

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:					\$

Requester's Signature: _____

Date: _____

District Officer: _____

Date: _____

District Treasurer: _____

Date: _____

Amount Paid: _____ Check #: _____

Date: _____