



**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 _____ _____
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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 \_\_\_\_\_

PRESIDENTS SIGNATURE \_\_\_\_\_

Attach **ALL** bills and/or receipts

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.