



# DISTRICT EXPENSE VOUCHER

Date: \_\_\_\_\_

NAME: \_\_\_\_\_

I hereby certify that I have incurred the following expense in meeting the responsibilities of my office and request reimbursement by the District Secretary-Treasurer within the provision of the budget and available funds of the district.

Indicate the nature and purpose of the expense:  Other: \_\_\_\_\_

Club Visitation Report enclosed  Club Visitation Report Submitted on: \_\_\_\_\_

*Reimbursement for Travel*

Date	From	To	Miles	Amount or \$ per miles
				\$
				\$
				\$
				\$
<b>Total Expenses</b>				\$

*Reimbursement for Purchases*

Item(s)	Amounts
	\$
	\$
	\$
	\$
<b>Total Expenses</b>	\$

Sign: \_\_\_\_\_  
*Requestor*

Date: \_\_\_\_\_

I hereby certify and approve the following expenses.

Sign: \_\_\_\_\_  
*Governor*

Date: \_\_\_\_\_

**TO BE COMPLETED BY DISTRICT SECRETARY-TREASURER**

Charged Budget Account(s):

Account #	Amount	Check #
	\$	
	\$	
	\$	
	\$	

Sign: \_\_\_\_\_  
*Secretary-Treasurer*

Date: \_\_\_\_\_