



# EXPENSE VOUCHER

Complete the following information and send electronically to the State Lodge via email. **NO VOUCHERS WILL BE PAID UNTIL ALL RECEIPTS HAVE BEEN SUBMITTED.** It is recommended that you scan receipts as a PDF document and submit with the voucher. Please refer to the "Standing Rules for Expenses" when completing an expense voucher.

Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Expense: \_\_\_\_\_

Purpose: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Title: \_\_\_\_\_

Stipend: \_\_\_\_\_ (Days) X \$ \_\_\_\_\_ (Per Day) ..... \$

Transportation \_\_\_\_\_ (Miles) X **\$0.70** Per Mile..... \$

Airfare..... \$

Hotel..... \$

Meals..... \$

Miscellaneous (please describe in space below) ..... \$

**TOTAL ..... \$**

*Please make sure that all supporting documentation is attached when submitting for reimbursement.*

**"OFFICE USE ONLY"**

President Approval \_\_\_\_\_ Date \_\_\_\_\_

Secretary Approval \_\_\_\_\_ Date \_\_\_\_\_

Treasurer Approval \_\_\_\_\_ Date \_\_\_\_\_

*Any Two May Sign*

CHECK ISSUED \$ \_\_\_\_\_ CHECK NUMBER \_\_\_\_\_