

Expense Voucher

Name _____
For what event _____
Location _____
Date _____
Time there _____

To Be Completed by Directors or Delegate

Motel Max \$50/Night _____

Meals

Breakfast	\$5	_____
Lunch	\$5	_____
Dinner	\$12	_____

Gas	Miles	Rate	
	0	0.15	_____ \$0.00 (.30 for one car)

Registration Fee _____

Other _____

Total _____ **\$0.00**

Paid _____

Signed: _____

Approved: _____