

Reimbursement Voucher for Expenses District 39 2009-2010

Date of Request: _____

Check Payable To: _____

Name & Position: _____

Mailing Address: _____

Reimbursement of any expense on behalf of the District must make use of this voucher. Only **Pre-Approved Expenses** will be authorized for reimbursement. If you have any questions, or an expense item which is **not specifically listed** below, please contact the District Governor, **before you act**.

HOW TO GET REIMBURSED

1. Attach your original receipts on an 8 ½ x 11 sheet of paper along with this form and return it to the District Governor (address below). Expenses MUST be submitted for reimbursement **within 60 days** of the date of the expenditure.
2. Expenses will be categorized and authorized by the District Governor and/or Lt Governor (if applicable).
3. District Governor and/or Lt Governor will forward this voucher to the District Treasurer for payment.
4. Note: Vouchers received by the 30th of the month will be paid by the 15th of the following month.

Joe Velky District 39 Governor:
106 Clinton Avenue, Roseville, CA 95678
916- 784-6800
Joe.Velky@District39.Org

Judy Nichols District 39 Treasurer
530-477-9120
judylives@comcast.net

<u>Type of Expense</u>	<u>Amount</u>	<u>Description of Item</u>	<u>Budget Line Item</u>
Postage (pre-approved)	\$ _____	_____	_____
Telephone	\$ _____	_____	_____
Travel (pre-approved)	\$ _____	_____	_____
Travel Mileage	\$ _____	_____	_____
<i>@ \$.45 per mile. Each trip must be at least 25 miles one way</i>			
Photocopies (pre-approved)	\$ _____	_____	_____
	\$ _____	_____	_____
	\$ _____	_____	_____
Other (pre-approved)	\$ _____	_____	_____
	\$ _____	_____	_____
	\$ _____	_____	_____
	\$ _____	_____	_____
Total Expense	\$ _____	_____	_____

Signature of person making request for reimbursement _____

Date _____

EXPENSE APPROVED BY:

Internal Use Only

District Governor: _____

Date: _____

Check Number: _____

(Signature)

Lt. Governor _____

Date: _____

Date Mailed: _____

(if applicable)

(Signature)

