

Committee Expense Voucher

Please check one:

Fall Retreat District Convention
 Winter Getaway Helpshops

FOR TREASURER USE ONLY: Bank Acct: _____ Donated Amount: _____
 Check # or GJ # _____ Trans Date: _____ Check Amount: _____

Please enter the expenses below and total at the bottom.
Attach all receipts to this voucher.

Committee	Mileage	\$ _____
	Rooms	\$ _____
	Meals	\$ _____
	Supplies/Miscellaneous	\$ _____
	Printing/Mailing/Publicity	\$ _____
	Ushers	\$ _____
Speakers	Travel	\$ _____
	Rooms/Meals	\$ _____
	Fees	\$ _____
Deaf Interpreters		\$ _____
Site Expenses	Meeting Room/Staging	\$ _____
	AV	\$ _____
	Room Charges	\$ _____
	Meals & Snacks	\$ _____
Exhibits (Tables/Elec/Setup)		\$ _____
Music/Worship (musicians & supplies)		\$ _____
Servant Events		\$ _____
Overpayments		\$ _____
Refunds (due to cancellation)		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____

Complete all fields: Date Incurred: _____
 Pay to: _____
 Address: _____
 City: _____ Zip: _____
 Payee Phone: _____
 Payee Email: _____

All Mileage Reimbursements must include a meeting place & purpose
 Meeting place: _____
 Purpose: _____
 _____ Miles Roundtrip x .30 = \$ _____

PLEASE KEEP A COPY OF THIS VOUCHER FOR YOUR RECORDS.
The LWML reimburses at 30 cents per mile. Per the IRS, the mileage rate for charitable organizations is 14 cents. You must report this difference as income on your personal tax return.

Submitted by: _____ Date: _____
 Approved by: _____ Date: _____
 Chairman/Co-Chairman

Total Expense	\$ _____
Donated Amount	\$ _____
Check Amount	\$ _____

All vouchers and requests for payment must first be given or sent to the Committee Chairman for her signature and approval.