

District 26 Expense Voucher 201%201&

Please Print

Name: _____ District Office: _____

If different than above

Pay to: _____ E-Mail: _____

Mail to: _____
(Required for reimbursement) Phone: _____

Address: _____
(Required for reimbursement)

Expense Code	Description (Please remember to attach receipts)	Amount U.S. currency
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

<Total expenses>	\$
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Travel Code (see page 2)	Date yyyy/mm/dd	Purpose of Travel	Mileage (@ \$0.35 / mile)	Amount U.S. Currency
			x \$0.35	\$
			x \$0.35	\$
			x \$0.35	\$
			x \$0.35	\$
			x \$0.35	\$

<Total mileage>	x \$0.35	\$
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<Add total expenses + total mileage to get total amount of this voucher>	\$
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Requestor Signature Required:	Date Required	District	Date
Lt. Governor * Signature:	Date	District Governor:	Date
Date Received:	Check No.:	Amount Paid:	
Action Date:	Forward Date:	Return Date:	

Mail to: Norman Frickey, District Governor or fax to: 888-425-4884
 14295 W. 84th Place Arvada CO 80005
 303-433-2517
 dg1112@d26leaders.org

* If a single expenditure is more than \$500 or a check is payable to district governor or treasurer a Lt Governor's approval is required

Instructions

1. Complete the name & address. You may use additional forms or formatted pages for additional line items. Please categorize each expense, sign and date the form. Call or e-mail the Treasurer if you have a question.
2. Attach receipts to the back of the form or additional pages so they can be photocopied. Receipts or complete explanation is required for each item. Attach District Governor prior approval for unbudgeted expenses.
3. Send forms to the District Treasurer. The Treasurer numbers the form & forwards requests.
4. District Governor must approve all expense reimbursement & payments. Reimbursements must be requested within 60 days of the expense or by July 31 for the fiscal year. Payments will be made in 60 days or less from receipt.

District 26 Expense Codes for 2011-2012

620 Conference-Audiovisual equipment
625 Conference-Hotel / meeting room expenses
630 Conference-Awards, certificates, etc.
635 Conference-Postage
640 Conference-Meal expense
645 Conference-Other Expenses
650 Fundraising Expense
660 TLI-Supplies (not from TI)
665 TLI-Program and printing
670 TLI-Audiovisual equipment
675 TLI-Meeting room
680 TLI-Awards, certificates
685 TLI-Postage
690 TLI-Other Expense
695 District Store expenses (District Orders only)
700 District Store expenses (not from TI)
705 Marketing-Building new clubs
710 Marketing-Membership growth
715 Marketing-Club coaches
720 Marketing-Rebuilding
725 Marketing-Recognition
730 Marketing-Other Expense
735 CPR-District newsletter
740 CPR-Web page
745 CPR-Directory
750 CPR-Postage
755 CPR-Other-Expense
760 ET-Mid Year Training Registration Fees (Top 3)
765 ET-Distinguished clubs
770 ET-Training club officers
775 ET-Training division and area governors
780 ET-Distinguished areas and divisions
785 ET-Other Expense
800 SC-Awards and certificates
805 SC-Other Expense
810 Admin-Stationery
815 Admin-Phone
820 Admin-Postage
825 Admin-Website
830 Admin-Other Expense
835 Travel-District-District governor/lr. governors
840 Travel-District-Division governors
845 Travel-District-Area governors
850 Travel-District-Other district officers
855 Travel-Intrnl Convtn-District governor
860 Travel-Intrnl Convtn-Lt. governor education & training
865 Travel-Intrnl Convtn-Lt. governor marketing
870 Travel-Intrnl Convtn-Immediate past district governor
880 Equipment purchase
890 Miscellaneous Expenses