

EXPENSE VOUCHER

CONFERENCE OF THE LAKES

2014 CONFERENCE

Use this form to submit your Conference expenses for reimbursement or for the payment of an expense. Please print neatly and fill out the form completely

PLEASE ATTACH THE RECEIPTS TO THIS FORM

Today's Date	Name of person completing form
Sub-committee or budget line this expense should be charged to	Telephone number of person completing this form
Date of purchase	Total dollar amount of purchase

Purpose of the expenditure: (describe the items purchased, services performed etc.)

Amount	Item	Description of service or function

All disbursements are done by check

Please PRINT the name and address of payee, as they should appear on the check

Name
Address
City, State & Zip

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Booking items - Please do not write below this line

Date check issued:	Amount of check:
Check number:	Account charged:
Bookkeeper:	Approved: