



EXPENSE VOUCHER

Date:	
Name:	
Position:	
Expenditure for (Name of Event, Training, Conference etc.):	
Total (excluding sales tax):	
Breakdown (Registration, Printing, Postage, Refreshments, Paper Products, Gifts, etc.)	
Make Check Payable to:	
Mail check to:	
TREASURER USE ONLY:	
CHECK #:	CHECK DATE:
BUDGET LINE ITEM:	