

TO: District Officers

FROM: Jane McPherson
Controller
Finance

SUBJECT: SAMPLE DISTRICT VOUCHER FOR REIMBURSEMENT FORM

Attached to this memo is a sample voucher for reimbursement form. Your District should use a form similar to this one if it is not doing so already.

The reimbursement voucher makes it easy for a District to document expenses and to assign each expense to a budget line item. Also, this form makes it extremely easy to compile Treasurer's Reports, the Midyear Audit, and the Year-end Audit. Receipts or documentation must be attached to this form prior to approval and payment.

You can alter this form to fit your District's needs. For example, your District may provide reimbursements on a different schedule than is indicated on the sample form (Districts must reimburse valid claims within 60 days, if funds are available). However, the form you use should have a place where expenses can be assigned to budget line items and it should have a place for District Governor approval. It should also have a place where the District Treasurer can write the check number and the date the check was issued as well as a place for the treasurer to sign.

If you have any questions about this voucher/reimbursement form or about any other aspect of District finances, please contact Volunteer Support Services.

**VOUCHER FOR REIMBURSEMENT
BY DISTRICT _____**

Date of Request: ____/____/____ Check Payable To: _____

Full Name: _____ Mailing Address: _____

Position held: _____

Reimbursement of any expense on behalf of the District must make use of this voucher.

- 1) Return this form with attached receipts to the District Governor (address below),
- 2) then the expenses will be categorized and authorized, and
- 3) the District Governor will forward this voucher to the Treasurer for payment.

Note: Vouchers received by the 15th of the month will be paid on the first Monday of the following month.

District Governor: _____

Address: _____

District Governor's Approval: _____
(Signature)

<u>Type of Expense</u>	<u>Amount</u>	<u>Description</u>	<i>Internal Use Only</i> <u>Budget Line</u> <u>Item No.</u>
Postage	\$ _____	_____	_____
Telephone	\$ _____	_____	_____
Travel	\$ _____	_____	_____
Supplies	\$ _____	_____	_____
Copier	\$ _____	_____	_____
Printing	\$ _____	_____	_____
Typesetting	\$ _____	_____	_____
Other	\$ _____	_____	_____
TOTAL	\$ _____		

Check No: _____
Date Mailed: _____

Treasurer's Signature _____