

BOARD EXPENSE VOUCHER



NAME: _____
 ADDRESS: _____

 PHONE: _____
 DATE: _____
 POSITION: _____

Receipts are required on all transactions

DATE	DESCRIPTION	PURPOSE	AMOUNT
	Telephone – Long Distance		
	Miles () x 40 cents		
	Air Fare		
	Lodging		
	Printing – Copies		
	Postage		
	Supplies		
	Other -		
	Other -		
	Other -		
	Telephone – Long Distance		
	Miles () x 40 cents		
	Air Fare		
	Lodging		
	Printing – Copies		
	Postage		
	Supplies		
	Other -		
	Other -		
	Other -		
		TOTAL	

SIGNATURE _____ DATE _____