

Office Use Only

PAYMENT EXPENSE VOUCHER

Check # _____ \$ _____

Date: _____

Name: _____

Make Check

Payable to: _____

Expenses incurred as: Officer Chairperson Committee Member

Date	Type of Expense	Committee/Event	Amount

Signature _____
 (person requesting payment)

Phone Number _____

Please attach all bills and/or receipts to this sheet. Vouchers must be submitted within 60 days of expense. Expenses pertaining to a particular conference/workshop are to be submitted within two weeks after event.