

League of Women Voters of Greater Omaha, Inc.
Expense Voucher

- Submit receipts with voucher and note account or grant to charge
- Expenditures over \$100.00 must be approved in advance by Board of Directors

Date _____

Account or Grant _____

Pay to:

Name _____

Officer, Director or Committee Chair

Address _____

For: (e.g. postage, printing, etc.)

Sub-total _____

Add mileage reimbursement: _____ miles X \$0.14 = _____

Grand Total \$ _____

I request reimbursement for the total amount

I request reimbursement for \$ _____ of the total amount

I am contributing the total amount to LWVGO

Signature of member completing voucher

Approved by

Submit to LWVGO Treasurer

For Treasurer Only

Date received _____ Date Approved _____

Date of Payment _____ Check Number _____ Charge Budget Account _____