



# EXCHANGE

COLONIAL DISTRICT EXCHANGE CLUBS

## EXPENSE VOUCHER

Pay to: \_\_\_\_\_

Address: \_\_\_\_\_

City-State-Zip \_\_\_\_\_

Expenses: Please describe expense and attach invoices or receipts.

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Travel to \_\_\_\_\_ on \_\_\_\_\_

For: \_\_\_\_\_ miles at \$0.15m per mile \$ \_\_\_\_\_

Total submitted \$ \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

District office-committee-position \_\_\_\_\_

**Signature:** .....

**For Treasurer's use:**

Account number \_\_\_\_\_ amount \_\_\_\_\_

Account number \_\_\_\_\_ amount \_\_\_\_\_

Account number \_\_\_\_\_ amount \_\_\_\_\_

Date paid \_\_\_\_\_ check number \_\_\_\_\_

\_\_\_\_\_ Itemized list of items or services attached. \_\_\_\_\_ Actual or copy of receipts attached