

# EXPENSE VOUCHER

Date \_\_\_\_\_.

Make check payable to: (Name and Address)

\_\_\_\_\_  
\_\_\_\_\_

Check requested by:

\_\_\_\_\_

EXPENSE	AMOUNT
Postage	
Photocopying	
Telephone	
Office Supplies	
Printing	
Equipment	
<b>Travel</b>	
• Meetings/Convention (describe)	
• Transportation	
• Lodging	
• Meals	
Professional Services	
Other (describe)	
<b>TOTAL</b>	

**Original receipts for expenses must be attached.**

Approval \_\_\_\_\_ Date \_\_\_\_\_.

Date of Check \_\_\_\_\_ Check Number \_\_\_\_\_ Amount \_\_\_\_\_.