

Soroptimist International of South Lake Tahoe

Expense Voucher

Make check payable to:

Name: _____

Address: _____

Detailed Information/Reason for Payment:

Event/Activity Date: _____

Event/Activity: _____

Additional Info: _____

(conference, dues, reimbursement, etc.)

******Attach Receipts/Invoices/Travel Voucher******

Fund: _____

Amount: _____

Budgeted Expense:

Amount Budgeted: \$ _____

Or

Board/Club Approval:

Date: _____ Amount Approved: \$ _____

Prepared By: _____ Date: _____
(Signature/Member)

Submitted By: _____ Date: _____
(Signature/Committee Chair)

Treasurer's Use Only

Check Number:

Date:

Amount: