

# EXPENSE VOUCHER

Nebraska-Iowa Kiwanis District



Name: \_\_\_\_\_

Date Sent: \_\_\_\_\_

Address/State/Zip: \_\_\_\_\_

Reason for expense (such as: official visit, organize new club, charter meeting, council meeting, training): \_\_\_\_\_

Date expense incurred: \_\_\_\_\_

Place expense incurred: \_\_\_\_\_

### STATEMENT OF EXPENSES

*Please attach receipts to support the items listed on this expense voucher.*

**Round-trip auto miles to the following (clubs, presentations, training, conventions, ...):**

<u>Location</u>	<u>Date Visited</u>	<u>Miles (2-way)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total miles:** \_\_\_\_\_

Auto miles expense (Total miles x \$.35 per mile) . . . . . \$ \_\_\_\_\_

Airfare to: \_\_\_\_\_ \$ \_\_\_\_\_

Hotel, number of days: \_\_\_\_\_ \$ \_\_\_\_\_

Meals, number: \_\_\_\_\_ \$ \_\_\_\_\_

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

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

Tips: \_\_\_\_\_ \$ \_\_\_\_\_

Phone/fax/Internet: \_\_\_\_\_ \$ \_\_\_\_\_

Copying: \_\_\_\_\_ \$ \_\_\_\_\_

Postage: \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous (itemize): \_\_\_\_\_ \$ \_\_\_\_\_

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

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

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

Signature: \_\_\_\_\_

**Total: \$** \_\_\_\_\_

Digital Signature Accepted

Date Paid: \_\_\_\_\_

Check #: \_\_\_\_\_

**E-Mail to**

**NIKiwanisDistrictExpense@gmail.com**