

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 (from - to)</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: _____

Digital Signature Accepted

Total: \$ _____

Date Paid: _____

Check #: _____

E-Mail to

NIKiwanisDistrictExpense@gmail.com

Expense Voucher Documentation

Requests for expense reimbursement should be submitted as soon as possible after the occurrence date, and no later than three months after occurrence.

When requesting mileage reimbursement, include detail on your round trip stops.

For requests related to purchases, include a receipt with itemized transactions. For example, a receipt from a restaurant should include the menu items ordered. (If a second receipt with total only is generated upon payment, both itemized and "common" receipts should be submitted.)

The District does not reimburse for alcohol as part of meals or other events. If you have alcohol on a receipt, please subtract prior to submitting reimbursement request, and next time, consider having the server make a second ticket.

HARBOR LANE CAFE
3941 GREEN OAKS BLVD
CHICAGO, IL

SALE
11/20/2019 11:05 AM
BATCH #:01A2A
APPR #:34362
TRACE #: 9
VISA 3483
1 Tacos Del Mar Shrimp \$14.98
1 Especial Salad Chicken \$12.50
1 Fountain Beverage \$1.99

SUBTOTAL: \$29.47
TAX: \$1.92
TOTAL: \$31.39

TIP: _____

TOTAL: _____

APPROVED
THANK YOU
CUSTOMER COPY

HARBOR LANE CAFE
3941 GREEN OAKS BLVD
CHICAGO, IL

11/20/2019 11:05 AM

TRANS - CEE853E
MCC - 458F3482
PAYMENT - VISA 3483

SUBTOTAL: \$
TAX: \$0.00
TOTAL: \$0.00

PLEASE COME AGAIN
THANK YOU

Invoices and receipts should not be confused with a confirmation of order email or a screen shot of order. For documentation purposes, the actual proof of payment must be submitted in the form of an invoice, receipt or folio.