Expense Voucher Policy

The expense voucher is used to request reimbursement for authorized district expenses. Expense vouchers can be obtained from the District Treasurer. She will have these forms available at Board of Directors’ and Executive Board meetings as well as at conventions. Expense vouchers are to be submitted within 30 days of an event.

Completion of Expense Voucher:

1. Complete the form with all necessary information.
2. Explain in the “Explanation” space the reason for the expense and dates incurred.
3. Attach receipts when appropriate.
4. Sign and date the voucher.
5. Send it to the District President for her approval and signature; she will submit it to the Treasurer. (The president sends her vouchers to the VP of Servant Resource for approval.)

Donating Expenses:

1. Enter the amount of donated expenses on the “Donation” line.
2. Enter the net amount on the “Net Check” line.
3. A donation receipt letter will be given to you when any expenses are donated.
4. A check will be mailed or given to you for any amount in the “Net Check” line.